

ESSENTIAL BUSINESS ENGLISH PHRASES



Day 1 "Essential vocabulary"

20 verb collocations

VERB	PREPOSITION	EXAMPLE

ESSENTIAL BUSINESS ENGLISH PHRASES



Day 2 "How to sound more polite"

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |



Day 3 "How to introduce yourself professionally"

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |



Day 4 "How to make small talk"

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |



Day 5 "How to handle misunderstanding"

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |



Day 6 "How to agree and disagree at work"

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

ESSENTIAL BUSINESS ENGLISH PHRASES



Day 7 "How to apologise"

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |



Day 8 "How to ask for clarifications"

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |



Day 9 "How to ask to repeat something"

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |



Day 10 "How to make and respond to requests"

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |



Day 11 "How to give and receive feedback"

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

ESSENTIAL BUSINESS ENGLISH PHRASES



Day 12 “How to schedule and reschedule meetings ”

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |



Day 13 “How to Express opinions”

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |



Day 14 “How to handle telephone and video calls”

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |



Day 15 “How to participate in meetings”

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |



Day 16 “How to handle complaints”

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

ESSENTIAL BUSINESS ENGLISH PHRASES



Day ... "How to ..."

1. _____
2. _____
3. _____

4. _____
5. _____
6. _____



Day ... "How to ..."

1. _____
2. _____
3. _____

4. _____
5. _____
6. _____



Day ... "How to ..."

1. _____
2. _____
3. _____

4. _____
5. _____
6. _____



Day ... "How to ..."

1. _____
2. _____
3. _____

4. _____
5. _____
6. _____



Day ... "How to ..."

1. _____
2. _____
3. _____

4. _____
5. _____
6. _____