THE PROFESSIONAL ENGLISH PHRASE BOOSTER

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English for Professionals

Introduction

Welcome to The Professional English Phrase Booster! This free resource is designed to boost your business communication skills with over 50 top phrases. You'll find phrases covering important topics such as presentations, meetings, negotiations, & project management.

Whether you're making a presentation, leading a meeting, negotiating a deal, or discussing an important project, the phrases included in this guide will help you communicate clearly, confidently, and effectively.

I hope you find it helpful and have fun learning! Let's get started on enhancing your professional English skills!

Your Coach,
Derek

Contents

Top Phrases for Professional Presentations

In this section, you'll find a carefully selected list of phrases to help you deliver professional presentations. These phrases are designed to assist you in every phase of your presentation, from welcoming your audience and introducing your topic to signposting key points and concluding effectively.

Welcoming your audience

- Good morning/afternoon/evening everybody and welcome to my presentation.

- My name is (name) and I'm a (job title) at (company name)

- Today, I'd like to talk to you about …

Now, this is a very standard way of introducing yourself and your topic and it's perfectly ok. However, often your audience will already know who you are and what your topic is. If you want to make your introduction a little different or more interesting, check out my popular YouTube lesson – [4 ways to make your presentation more interesting](#)

Give an overview

- I'm going to focus on/look at/deal with 3 main points.

Signposting

Great, so you've made your introduction. Now it's time to start with the main part or the body of your presentation. This is where signposting phrases can be very useful.

These are phrases we use to guide our audience through the presentation - to let them know when we want to introduce a new topic, when we're finished with a topic, and when we'd like to continue to the next one.

Introducing your first point

- I'd like to begin by .... (followed by a gerund -ing form)
- I'd like to begin by telling you, showing you etc.

Finishing one topic

- So that covers everything I wanted to say about ...

And continuing with another

- Now, let's move on to my next topic which is ...

Giving more details

Sometimes it's important to go into more detail. Let's take a look at a couple of ways to do this:

- Let me expand on this point.

Ending your presentation

Now let's think about the last part of the presentation. Here, we usually summarise the main points, give a conclusion or final message, thank the audience and invite them to ask questions:

Summarising

- So that brings me to the end of my presentation.

- We looked at 3 main points. First, ...

Concluding

- Before I finish, I'd like to leave you with one final thought ...

Thanking the audience and inviting them to ask questions

- Thank you very much for your attention.

- If you have any questions, I'd be happy to answer them now.

Essential Phrases for Leading a Meeting

Use these phrases to help you lead meetings effectively. You'll find examples for setting the agenda, managing discussions, delegating tasks and more.

Welcoming / thanking the participants

- First of all, I'd like to welcome everybody and thank you all for coming to today's meeting.

Introducing people

- Before we get started, let me introduce ...

Dealing with the minutes

- First, let's go over the minutes of our last meeting, which was held on ...

Outlining the agenda

- The purpose / aim / objective of today's meeting is ...

Asking for opinions

- Mo, what are your views on this?

- Natalia, can you give us your feedback?

Asking for clarification/explanation

- What exactly do you mean by ...?

Managing the discussion

- I think we can move on to the next point.

Delegating Tasks

- Wolfgang, can you keep everyone up to date with the latest developments?

Summarising

- Let me briefly summarise what we have discussed today.

Closing the meeting

- That brings us to the end of this meeting.

Key Phrases for Negotiating in English

In this section, you'll find essential phrases designed to help negotiate with confidence and professionalism. Whether you're building rapport, stating your position, or reaching an agreement, these phrases will guide you through each stage of the negotiation process.

Welcoming and relationship building/small-talk

- Welcome to (name of your company).

- It's great to finally meet you in person/great to put a face to the name

- I hope you had no trouble finding your way here.

Establishing the procedure – you may have already agreed on a procedure by email or over the phone but if this is not the case.

- Perhaps we could start by outlining our position.

Stating your position

- As we see it, there are 4 main points we need to discuss …

Expressing priorities

- Our main priority is …

Asking for clarification

- I'm not exactly sure if I understood your position on this. Would you

  mind going over it again?

- Could you please clarify your position on …?

Making a proposal

- Our proposal is to …

Asking questions and making counter-proposals

- I'd like to propose an alternative. What if we …?

Expressing disagreement

- I'm afraid we can't agree to that.

- I'm sorry, but we can't quite agree with you on that.

Bargaining and Compromising

- We would be prepared to … if you could … for example

- We would be prepared to offer a discount if you could increase your order.

Delaying

- I think we'll need more time to consider these options.

Expressing agreement

- We can agree to that.

Concluding

- Let's sum up everything we've agreed on today.

Professional Vocabulary & Phrases for Projects

Here you'll find essential vocabulary and phrases specifically for project management. Understanding and using these phrases will enhance your ability to discuss project details, deadlines, and budgets with clarity and professionalism.

Project Sponsor – one level above the project leader. Makes sure the resources are in place, promotes the project, and has overall responsibility for the project's success.

- The project sponsor met with other senior managers to give them an update on the progress of the project.

Deliverables - a product, service or other outcome that a *project* produces for its customer, client, or *project* sponsor

There are many different types of deliverables. Here are some examples:

- a finished object – product, building, document etc.
- a service or an improved process

- All project deliverables have to be achievable and well-defined.

Scope - Project scope is the part of project planning that defines what the overall goal of the project is. It includes a list of specific project goals, deliverables, tasks, costs and deadlines.

- The scope of this project is the construction of a new production facility.

Constraint – something that limits what you can do – a constraint can have a negative effect on the project or stop the project from progressing.

- We have to cancel the project because of budget constraints.

Stakeholders – any person with an interest in the *project's* outcome, including *project* managers, team members, customers, and any other key individuals.

- Representatives of all of the stakeholders were at the kick off meeting

Useful phrases for talking about deadlines:

Set a deadline - decide on a date when something must be finished

- Have we already set a deadline for the test phase?

Meet a deadline - finish something by a deadline (on or before)

- The whole team is working around the clock to make sure we meet the deadline.

Miss a deadline - fail to finish something by a deadline

- They missed the deadline because two project members became ill.

Extend a deadline - make the date or time later than it was before

- Our suppliers are having problems delivering at the moment so we will have to extend the deadline.

Useful phrases for talking about project schedules:

On schedule - on time; as planned or expected

- We are very happy to say that we completed the project on schedule and under budget.

Behind schedule – later than planned or expected

- We are about 6 weeks behind schedule and the project sponsor isn't happy.

Ahead of schedule – before planned or expected

- If we continue to work so effectively, we could finish the project ahead of schedule.

Useful phrases for talking about project budgets:

Over budget – using more money than planned

- The project went over budget because of an unexpected increase in costs.

Under budget – using less money than planned

- We are very happy to say that we completed the project on schedule and under budget.

On/within budget – not using more money than planned

- Everyone has worked extremely hard to keep the project on budget.

What's next?

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