



50 Common Business English Expressions

Meetings & Discussion

#	Expression	Type	Definition	Example
1	To follow up	phrasal verb	To contact someone again after a meeting to check progress or complete an action.	I'll follow up with the Vancouver client on Friday to confirm the delivery date.
2	To be on the same page	idiom	Sharing the same understanding about a plan or situation.	Before we start, let's make sure we're all on the same page about the budget.
3	To weigh in	phrasal verb	To offer your opinion or contribute to a discussion or decision.	Several managers weighed in on the proposed change to the shift schedule.
4	To keep (someone) in the loop	idiom	To keep someone informed about developments so they are not left out.	Please keep me in the loop on the permit application.



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5	To give (someone) a heads-up	slang	To warn or inform someone in advance about something that is coming.	Could you give the Toronto team a heads-up that our office will be closed for the long weekend?
6	touch base	slang	To have a brief conversation with someone to check in or exchange updates.	Let's touch base on Monday morning before the client call.
7	take (something) offline	slang	To move a topic out of a meeting so it can be discussed later or in private.	This issue only affects two departments, so let's take it offline.
8	action items	professional	Specific tasks that people agree to do, usually recorded at the end of a meeting.	Sofia will send out the action items from today's meeting by end of day.



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Deadlines & Workload

#	Expression	Type	Definition	Example
9	To catch up	phrasal verb	1) To finish overdue work or reach the level of progress you should be at. 2) To exchange recent news with someone.	1) I need a quiet morning to catch up on my emails. 2) Let's grab a coffee and catch up after the conference.
10	To be on track	collocation	Progressing as planned and likely to meet a goal or deadline.	The project is on track to be finished before the fiscal year-end.
11	To push back	phrasal verb	1) To move a deadline or event to a later time. 2) To resist a proposal or request.	1) We had to push the launch back by two weeks. 2) Staff pushed back when management proposed shorter lunch breaks.
12	To put (something) on hold	collocation	To pause a task or decision with the intention of continuing it later.	The board put the hiring plan on hold until spring.
13	on the back burner	idiom	Set aside as a low priority for now, but not cancelled.	The website redesign is on the back burner until tax season is over.



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Teamwork & Collaboration

#	Expression	Type	Definition	Example
14	To lend a hand	idiom	To help someone with a task.	Could you lend a hand with the inventory count this afternoon?
15	To reach out (to...)	phrasal verb	To contact someone, often to ask for help or to start a conversation.	If you have questions about your benefits, reach out to HR.
16	To be a team player	collocation	A person who cooperates well with others and puts the group's goals first.	We are looking for a reliable team player to join our Regina office.
17	To go the extra mile	idiom	To make more effort than is expected.	Susan always goes the extra mile for customers, even during the holiday rush.
18	To bring (something) to the table	idiom	To offer skills, ideas, or experience that help a group or project.	Each member of the committee brings something different to the table.



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Feedback & Performance

#	Expression	Type	Definition	Example
19	To make a difference	collocation	To have a noticeable, positive effect.	Small process changes can make a big difference to customer satisfaction.
20	To fall short (of)	idiom	To fail to reach an expected standard or goal.	Company sales fell short of our target this quarter.
21	To drop the ball	idiom	To make a mistake or fail to do something you were responsible for.	We dropped the ball on that order, and the client was understandably upset.
22	To go above and beyond	idiom	To do much more than what is required.	The new hire went above and beyond during her first week of training.
23	To raise the bar	idiom	To set a higher standard of quality or performance.	Their customer service has raised the bar for the whole industry.



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Negotiation & Decisions

#	Expression	Type	Definition	Example
24	the bottom line	idiom	1) The final profit or loss figure in a financial statement, or the overall financial result. 2) The most important point once everything has been considered.	1) The new software should improve our bottom line by reducing errors. 2) The bottom line is that we can't afford to hire anyone this year.
25	To take into account	fixed phrase	To consider certain facts or factors before making a decision or judgment.	Please take the time zones into account when you schedule the call with Halifax.
26	on the table	idiom	Offered or available for discussion or consideration.	Management has put a four-day work week on the table.
27	To close the deal	collocation	To finalize an agreement or a sale.	It took three meetings, but we finally closed the deal with the supplier.
28	To sign off on	phrasal verb	To give formal approval to a plan, document, or payment.	The director needs to sign off on the budget before we order the equipment.



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29	win-win situation	fixed phrase	An outcome that benefits everyone involved.	The partnership is a win-win situation for both companies.
30	meet in the middle	idiom	To reach a compromise in which each side gives something up.	The union asked for a 5% pay increase and the company offered 3%, so they met in the middle (4%).
31	due diligence	professional	Careful research done before making a decision, signing a contract, or purchase.	We did our due diligence on the vendor before signing the contract.

Planning & Strategy

#	Expression	Type	Definition	Example
32	in the long run	fixed phrase	Over a long period of time; eventually, once all effects are considered.	The upgrade is expensive now, but it will save us money in the long run.
33	going forward	slang	From now on; in the future.	Going forward, all expense reports are due on the fifth of each month.
34	down the road	idiom	At some point in the future.	We may open a second location down the road.



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35	the big picture	idiom	The overall situation or long-term goal, as opposed to small details.	Let's not get lost in the details and keep the big picture in mind.
36	To give a ballpark figure	idiom	A rough estimate that close enough for planning.	Can you give me a ballpark figure for the office renovation costs?
37	To get the ball rolling	idiom	To start a process or activity.	I'll get the ball rolling by sending out the meeting invitations.
38	best practice	professional	A method that is widely accepted as the most effective way of doing something.	Backing up your computer files every day is considered best practice.
39	low-hanging fruit	slang	Tasks or opportunities that are easy to achieve and bring quick results.	Let's start with the low-hanging fruit and fix the errors on our website.



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Problems & Results

#	Expression	Type	Definition	Example
40	To figure out	phrasal verb	To find a solution or come to understand something by thinking about it.	We need to figure out why the shipment of materials was delayed.
41	To come up with	phrasal verb	To think of or produce an idea, plan, or solution.	The team came up with a creative way to reduce waste in the office.
42	To go wrong	collocation	To fail, or to develop badly.	Something went wrong with the payroll system this morning.
43	To be up in the air	idiom	Not yet decided or certain.	Our plans to expand into Alberta are still up in the air.
44	To cut corners	idiom	To do something more cheaply or quickly by skipping steps or lowering quality.	Cutting corners on safety training can lead to serious accidents.
45	pain point	slang	A specific problem that causes difficulty for customers or staff.	Long wait times for a table are our customers' biggest pain point at our restaurant.



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Management & Workplace Culture

#	Expression	Type	Definition	Example
46	To take over	phrasal verb	To assume responsibility or control of something from someone else.	Marcus will take over the accounts when Priya moves to the Winnipeg office.
47	To be in charge of	collocation	Having responsibility for or authority over people or a task.	Who is in charge of the new-hire orientation?
48	To keep an eye on	idiom	To watch something carefully over time.	Please keep an eye on the inventory levels this week.
49	To hold (someone) accountable	collocation	To make a person responsible for their actions or results.	Managers must hold their teams accountable for meeting safety standards.
50	To get up to speed	idiom	To learn what you need to know in order to work effectively.	It took the new manager two weeks to get up to speed.