Business English Vocabulary List: 24 Words for Meetings and Email

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NAME

DATE

Word or phrase	Meaning	Example
agenda	the list of topics for a meeting	Let's move on to the next point on the agenda.
deadline	the latest time to finish something	The deadline for the report is Friday at noon.
to follow up	to contact someone again about something	I'll follow up with the client tomorrow.
to schedule	to arrange a time for something	Can we schedule a call for next week?
to postpone	to move something to a later time	The launch has been postponed until March.
stakeholder	a person or group affected by a project	We need to update the stakeholders every month.
budget	the money available for something	The project is ten per cent over budget.
to approve	to officially say yes to something	The manager approved our proposal.
feedback	comments on how good something is	Thanks for the feedback on my presentation.
to be in charge of	to be responsible for	She is in charge of the marketing team.
to attach	to add a file to an email	Please find the invoice attached.
to reach an agreement	to agree after discussion	We finally reached an agreement on the price.
revenue	money a company receives from sales	Revenue grew by 8% last quarter.
to launch	to start selling or using something new	We are launching the new app in May.
a key point	an important idea	The key point is that costs are rising.
to delegate	to give part of your work to someone else	Good managers delegate tasks to their team.
a quote	the price someone offers for a job	We asked three suppliers for a quote.
to meet a target	to reach a goal	The sales team met its target for the year.
a workload	the amount of work a person has	My workload is very heavy this month.
to brief someone	to give someone the information they need	I'll brief you before the meeting.
action points	tasks people agree to do after a meeting	Let's go through the action points.
to run late	to be behind schedule	Sorry, I'm running ten minutes late.
to sum up	to give the main points briefly	To sum up, we need more time and more staff.
a remote team	a team that works from different places	I manage a remote team in four countries.

Practice: complete with a word from the list

Use the correct form of the word or phrase.

1. Can we _____ the meeting to Thursday? I'm travelling on Wednesday.
2. Please find the contract _____.
3. The _____ for applications is 30 June.
4. I'll _____ with an email after the call.
5. Who is _____ the new project?
6. We asked the printer for a _____.
7. She has too much work. She should _____ some tasks.
8. To _____, the results are good but costs are high.

Speaking

- What is on your agenda this week?
- Which tasks do you delegate, and which do you prefer to do yourself?
- Tell me about a deadline you found difficult to meet.
- How do you usually follow up after a meeting?

My new words

Answer key

Practice: 1 postpone · 2 attached · 3 deadline · 4 follow up · 5 in charge of · 6 quote · 7 delegate · 8 sum up