



Business English

Business English refers to the way English used professional business settings, such as offices. Business English includes clarity, a formal vocabulary, and correct grammatical structure. Business English also has its own vocabulary of words and phrases to express ideas and activities that take place in a business context.

DIRECTIONS: Write the meaning of each sentence in plain English.

1. Your satisfaction with our services is guaranteed.
2. Everyone came out of the meeting with an action item.
3. We are planning to expand our service offering.
4. Our product can't compete at that price point.
5. We need to get better at public relations.
6. We invoice our customers at the end of every month.
7. New hires need to take some training.
8. I'll talk to you about this after you sign a non-disclosure agreement.