

!BikuMTI Cheat Sheet

Useful Business English Phrases I

to cut corners

The new filing system won't work if we cut corners.

"To cut corners" is to complete a task in a fast and careless way. To do something without paying attention to details, thereby making mistakes or causing new problems.

to go back to the drawing board

He's going back to the drawing board on this one.

To go "back to the drawing board" means to start again from the beginning with a completely new idea. The phrase makes you think of a blackboard being wiped clean. It is most often used when an idea or project is rejected.

to call it a day

Right team, we've made plenty of progress, I think it's time to call it a day!

To "call it a day" means that you are giving up on something. This can refer to taking a break on a project because you have reached a good point to stop, or to stopping something completely. It can be negative or positive, depending on the context.

to touch base

If you could just touch base with Ritesh after the meeting, that would be great.

To "touch base" with someone is to talk to them, whether digitally or in person, usually briefly. It usually described keeping someone up-to-date with developments on something you are both working on.

to reach out

Don't hesitate to reach out to Helen if you have any questions.

To "reach out" is to get in contact with someone, usually a person who you do not know well. It is very common, but when you first hear it, seems like a very strange use of the word "reach," which implies physical stretching!

to keep someone in the loop

Keep Stuart in the loop when discussing the merger, please.

To "keep someone in the loop" means to keep someone involved and updated about developments in a project.

to get the ball rolling

Hopefully we can get the ball rolling on the new pitch next week.

To "get the ball rolling" means to get started on something; to begin making meaningful progress.

to upskill

We chose to upskill a junior employee rather than hire someone senior straight away.

This business term is another formal but ungrammatical replacement for an existing word: to train. To some, "upskilling" sounds more youthful than "training".

to go the extra mile

We always go the extra mile for our customers.

To "go the extra mile" is to put more effort into a task in order to gain a result which is even better than necessary. If someone says you "went the extra mile" on a project, they are praising your work ethic!

Dieses und mehr davon gibt es in unseren General & Business English Kursen!

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