



## Word Bank of Business Terms

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Here is a handout with a list of words, phrases, and phrasal verbs that will be useful for your business writing and resume writing:

### Useful Business-Related Terms

accomplishment (s)	employer	opportunity	stockholder(s)
advancement	experience	process	strengths
benefit	expertise	professional	supervisor
business card	interests	recruiter	target market
client	leading question	referral	teamwork
colleague/coworker	meeting	seminar	telecommute
a contact	method	shareholder(s)	transferrable
conference	networking	skill	unique
docket			webinar

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to avoid duplicating	to develop (something)	in regard to (something) (to be) relevant committee)
to be awarded(something)	to duplicate (something)	to research (something)
to be an expert on/in (something)	to emphasize (something)	retaining customers
to be involved in(something, ex: project, to be a professional	to expand (something)	efforts to stay on track
to be professional about (something)	a follow up	to streamline (something)
to change direction (on	follow up on (something)	to take a step toward (something)
to check in on (something)	to fund (something)	to target (something)
to circle around	to gather/share information about/on (something)	technical skills
to complete (something)	to have a position on (something)	to touch base on/about (something)
to complete the circle	to have/take a lead on (something)	work ethic
contact (someone) about (something)	to initiate (something)	to write (something)
to coordinate (something)	to interest (someone) in (something)	to write to (someone) about(something)
to cut costs	to manage (someone or something)	
	mutual relationship	
	to pitch (something)	
	to play a role in (something)	

*View the next page for useful skills*

## Useful Skills

analyzing data	managing/supervising projects & meetings mediating between people
attention to detail	motivating others
to be an expert on/in (something)	negotiation skills organization skills (people & tasks)
to be involved in (something ex: project, committee)	performing well under stress
budgeting expenses	persuading others
coordinating events	to pitch (something) planning skills (agendas, events, etc.)
corresponding with others	to play a role in (something)
creating new ideas	promoting and Marketing skills
delegating responsibility	recruiting skills resourcefulness
enthusiasm	selling skills
to facilitate (something) (ex: discussion, meeting, workshop)	speaking in public
handling complaints	to stay on track to take a step
to have/take a lead on (something)	writing skills
honesty	
interpreting languages	
interviewing	
investigating problems	