



Mastering Business English Idioms

This study guide is designed to help you confidently understand and effectively use 20 essential business English idioms. Idioms are a crucial part of native-like communication in any language, and in the business world, they can add nuance, professionalism, and clarity to your interactions.

By working through the structured phases in this guide, you will:

- **Familiarize** yourself with common business idioms.
- **Deepen your understanding** of their meanings and appropriate usage through active practice.
- **Integrate** these idioms into your spoken and written English, enhancing your communication skills.

This guide provides a systematic approach, breaking down the learning process into manageable daily tasks. Consistent effort will lead to significant improvement in your business English fluency and confidence.

Study Plan: 20 Business English Idioms

Goal: Understand and be able to confidently use the 20 business English idioms presented in the document.

Materials: "20 Business English Idioms You Need to Know (1).pdf"

Phase 1: Introduction & Initial Familiarization (Day 1 - 30-45 minutes)

1. **Read the Introduction (Page 1):** Understand why idioms are important in business English.
2. **First Pass - Read All Idioms (Pages 1-4):**
 - Read each idiom, its meaning, and the example sentence.



- Don't try to memorize yet, just get a general sense of each.
 - Identify any idioms you already know or have heard before.
3. **Group and Categorize (Optional, but Recommended):**
- As you read, consider if any idioms can be grouped together by theme (e.g., idioms about starting something, idioms about agreement, idioms about success/failure). This can aid memory.

Phase 2: Deep Dive & Practice (Days 2-5 - 30 minutes/day)

Day 2: Idioms 1-7

- **Review:** Reread idioms 1-7 (A Win-Win Situation, To Get the Ball Rolling, To Be on the Same Page, To Think Outside the Box, To Go the Extra Mile, To Cut Corners, To Bring to the Table).
- **Active Recall:** For each idiom, try to recall the meaning and an example without looking.
- **Sentence Creation:** Write 1-2 original sentences for each of these 7 idioms, using them in a business context. Aim for variety in your examples.

Day 3: Idioms 8-14

- **Review:** Reread idioms 8-14 (To Call the Shots, To Get Down to Business, To Touch Base, To Be Ahead of the Curve, To Be Up to Speed, To Bite the Bullet, To Iron Out).
- **Active Recall:** For each idiom, try to recall the meaning and an example without looking.
- **Sentence Creation:** Write 1-2 original sentences for each of these 7 idioms, using them in a business context.

Day 4: Idioms 15-20

- **Review:** Reread idioms 15-20 (To Keep One's Eye on the Ball, To Be in the Red, To Be in the Black, To Give the Green Light, To Learn the Ropes, To Seal the Deal).
- **Active Recall:** For each idiom, try to recall the meaning and an example without looking.
- **Sentence Creation:** Write 1-2 original sentences for each of these 6 idioms, using them in a business context.

Day 5: Cumulative Review & Application

- **Review All 20 Idioms:** Quickly go through all the idioms, their meanings, and the provided examples.
- **Self-Test:**
 - Cover the meaning and try to guess it from the idiom.
 - Cover the idiom and try to guess it from the meaning.
- **Scenario Practice:** Imagine different business scenarios (e.g., a team meeting, a negotiation, a performance review) and try to incorporate as many of the idioms as naturally as possible.



Phase 3: Reinforcement & Integration (Ongoing - 10-15 minutes/day, a few times a week)

- **Flashcards:** Create physical or digital flashcards with the idiom on one side and the meaning/example on the other. Review these regularly.
- **Daily Observation:** Pay attention to idioms in English conversations, business news, articles, or TV shows. See if you can spot any of these 20 idioms.
- **Active Use:** Make a conscious effort to incorporate 1-2 new idioms into your spoken or written English each week. Start with the ones you feel most comfortable with.
- **Teaching/Explaining:** Try to explain the meaning and usage of a few idioms to someone else (even if it's just to yourself out loud). This helps solidify your understanding.
- **Spaced Repetition:** Revisit the entire list of 20 idioms once a week for the next few weeks, and then less frequently as you become more confident.

By following this plan, you will build a strong understanding and practical ability to use these essential business English idioms.

Sources:

- [20 Business English Idioms You Need to Know \(1\).pdf](#)