Word Bank of Business Terms

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

**Useful Business Phrases and Phrasal Verbs**

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

**Useful Skills**

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analyzing data
attention to detail
to be an expert on/in (something)
to be involved in (something ex: project, committee)
budgeting expenses
coordinating events
corresponding with others
creating new ideas
delegating responsibility
enthusiasm
to facilitate (something) (ex: discussion, meeting, workshop)
handling complaints
to have/take a lead on (something)
honesty
interpreting languages
interviewing
investigating problems

managing/supervising projects & meetings
mediating between people
motivating others
negotiation skills
organization skills (people & tasks)
performing well under stress
persuading others
to pitch (something)
planning skills (agendas, events, etc.)
to play a role in (something)
promoting and Marketing skills
recruiting skills
resourcefulness
selling skills
speaking in public
to stay on track
to take a step
writing skills

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