Inglés para Negocios -

Business English

Éste PDF está diseñado para ayudarte a mejorar tu inglés en contextos de negocios, reuniones, conferencias, viajes de negocios y reportes. Incluye conversaciones útiles, listas de vocabulario, phrasal verbs, idioms y ejercicios prácticos.

# Lista de 30 Palabras Esenciales con ejemplos

Deadline: The deadline for the report is next Monday.

Revenue: The company's revenue increased by 15%.

Stakeholder: We must inform all stakeholders about the changes.

Profit margin: Our profit margin has improved this quarter.

Cash flow: We need to monitor our cash flow carefully.

Budget: The marketing budget was approved yesterday.

Market share: They aim to increase their market share in Asia.

Break-even: We reached the break-even point last month.

Forecast: The sales forecast looks promising.

Merger: The merger will be finalized by June.

Acquisition: They completed the acquisition of a startup.

Assets: The company’s assets include property and equipment.

Liabilities: We need to reduce our liabilities.

Equity: Shareholders’ equity grew significantly.

Investment: They made a large investment in technology.

Return on Investment (ROI): The ROI was higher than expected.

Logistics: We must improve our logistics process.

Product launch: The product launch event is next week.

Negotiation: The negotiation lasted several hours.

Contract: We signed the contract this morning.

Terms and conditions: Please review the terms and conditions carefully.

Invoice: They sent the invoice yesterday.

Supply chain: The supply chain was disrupted.

Outsourcing: They are outsourcing customer service.

Networking: Networking is key to finding new clients.

Pitch: He gave an impressive pitch to investors.

Proposal: We submitted a proposal for the project.

Benchmark: They set a benchmark for industry standards.

KPIs: We track KPIs to measure performance.

Scalability: The platform offers great scalability.

# Lista de 30 Frases Comunes

- Let's touch base next week.

- Can we schedule a meeting?

- We need to think outside the box.

- Let me know your availability.

- I'll get back to you shortly.

- We should keep an eye on the market trends.

- Please keep me in the loop.

- Can you give me an update?

- Let's set some clear objectives.

- I appreciate your input on this.

- We're on the same page.

- Could you clarify that point?

- Let's take a break and reconvene later.

- That's a win-win situation.

- Let's prioritize these tasks.

- This needs immediate attention.

- We're facing a tight deadline.

- Let's wrap this up.

- Can you put together a report?

- We need to meet halfway.

- Let's keep it short and sweet.

- Can you walk me through this?

- Let's drill down into the details.

- We should brainstorm some ideas.

- We need to allocate resources wisely.

- Let's follow up on this tomorrow.

- Can you take the lead on this?

- We need to manage expectations.

- Let's touch on this topic briefly.

- I'll loop you in on the emails.

# Lista de 30 Phrasal Verbs con ejemplos

Follow up: I will follow up with the client tomorrow.

Bring up: She brought up an important point in the meeting.

Lay out: He laid out the strategy clearly.

Sort out: We need to sort out the budget issues.

Look into: They will look into the complaint.

Carry on: Let’s carry on with the presentation.

Back up: Please back up your files regularly.

Break down: He broke down the report into sections.

Come up with: They came up with a great idea.

Cut back: We need to cut back on expenses.

Draw up: We will draw up the contract.

Figure out: Let’s figure out a solution.

Fill in: Can you fill in for me at the meeting?

Get ahead: She wants to get ahead in her career.

Go over: Let’s go over the details again.

Hand in: Please hand in your reports by Friday.

Look over: I will look over the documents tonight.

Move forward: We are ready to move forward with the plan.

Point out: He pointed out a mistake in the report.

Set up: Let’s set up a meeting for tomorrow.

Take on: She’s taking on more responsibility.

Turn down: They turned down the offer.

Work out: We need to work out the logistics.

Run by: Can I run this idea by you?

Break into: They want to break into the European market.

Check in: I’ll check in with you later.

Step down: He stepped down as CEO.

Take over: She will take over the project.

Bring in: We are bringing in a consultant.

Look after: She will look after the client accounts.

### 20 Conversaciones Útiles de Inglés para Negocios (con explicaciones de vocabulario)

### Business Meeting

A: Let’s get started. The purpose of today’s meeting is to discuss the sales strategy.  
B: Sounds good. Should we begin with the current figures?  
A: Yes, let’s go over the Q2 numbers.

✅ Vocabulario:

get started = empezar

go over = repasar

### Conference Call

A: Can everyone hear me clearly?  
B: Yes, loud and clear.  
A: Let’s jump right in and address the main issues.

✅ Vocabulario:

jump right in = empezar de inmediato

address = abordar

### Job Interview

A: Tell me about a time you solved a problem at work.  
B: I took the initiative to streamline a process, saving time and resources.

✅ Vocabulario:

take the initiative = tomar la iniciativa

streamline = optimizar

### Negotiation

A: We’re looking for a win-win solution here.  
B: I agree. Let’s find common ground.  
✅ Vocabulario:

win-win = beneficio mutuo

find common ground = encontrar un acuerdo

### Networking Event

A: What line of work are you in?  
B: I’m in marketing. And you?  
A: I work in finance. Great to meet you!

✅ Vocabulario:

line of work = campo profesional

**6.** **Presentation**

A: Today I’ll walk you through our new product features.  
B: Looking forward to it.

✅ Vocabulario:

walk through = explicar paso a paso

### 7. Email Follow-Up

A: I just wanted to follow up on my previous email.  
B: Thanks for the reminder. I’ll get back to you soon.

✅ Vocabulario:

follow up = dar seguimiento

get back = responder

### Client Meeting

A: How can we better support your needs?  
B: We’d appreciate more detailed reports.

✅ Vocabulario:

support = apoyar

appreciate = agradecer

### Team Discussion

A: Let’s brainstorm some ideas for the campaign.  
B: Sure, I have a few suggestions.

✅ Vocabulario:

brainstorm = generar ideas

suggestion = sugerencia

### Project Update

A: Where do we stand on the project timeline?  
B: We’re on track to meet the deadline.

✅ Vocabulario:

on track = en camino

meet the deadline = cumplir la fecha límite

### Sales Pitch

A: Our product can help increase your ROI.  
B: That sounds promising. Can you show some data?

✅ Vocabulario:

pitch = propuesta de venta

ROI (Return on Investment) = retorno sobre inversión

### Budget Meeting

A: We need to cut back on expenses this quarter.  
B: Agreed. Let’s identify non-essential costs.

✅ Vocabulario:

cut back = reducir

non-essential = no esencial

### Performance Review

A: You’ve done a great job this year.  
B: Thank you! I’ve worked hard to exceed expectations.

✅ Vocabulario:

exceed expectations = superar expectativas

### Travel Arrangements

A: Have you booked the flights for the conference?  
B: Yes, I’ve also arranged hotel accommodations.

✅ Vocabulario:

book = reservar

arrange = organizar

### Technical Support

A: We’re experiencing some issues with the software.  
B: Let me look into it and get back to you.

✅ Vocabulario:

look into = investigar

**16. Training Session**

A: Today we’ll cover the basics of the new system.  
B: Will there be a hands-on practice session?

✅ Vocabulario:

cover = cubrir

hands-on = práctico

### 17. Report Presentation

A: Here’s a summary of our quarterly performance.  
B: Could you elaborate on the key challenges?

✅ Vocabulario:

summary = resumen

elaborate = explicar más a fondo

### Partnership Proposal

A: We believe this partnership could benefit both sides.  
B: Let’s explore the terms in more detail.

✅ Vocabulario:

benefit = beneficiar explore = analizar

### Team Motivation

A: Great job, team! Let’s keep up the momentum.  
B: Thanks! We’re motivated to achieve the goals.

✅ Vocabulario:

keep up = mantener

momentum = impulso

### Closing a Deal

A: We’re happy to move forward with the agreement.  
B: Excellent. We’ll finalize the paperwork today.

✅ Vocabulario:

move forward = avanzar

finalize = finalizar

# Ejercicios Prácticos

Ejercicio 1: Traduce las frases.

1. Necesitamos avanzar con el proyecto.  
2. ¿Podrías preparar un resumen del informe?  
3. Fue una excelente oportunidad para establecer contactos.  
4. Hay margen de mejora en la gestión del tiempo.  
5. Vamos a entrar en nuevos mercados.

Ejercicio 2: Completa con el phrasal verb correcto

sort out, bring up, lay out, follow up, break into

1. We need to \_\_\_\_ the conflict between the teams.  
2. Can you \_\_\_\_ the next steps in the plan?  
3. Let’s \_\_\_\_ this issue before it escalates.  
4. I’ll \_\_\_\_ with the client tomorrow.  
5. It’s time to \_\_\_\_ the Asian market.

Ejercicio 3: Usa el idiom adecuado

break the ice, go the extra mile, lead by example, raise the bar, cut to the chase

1. The manager always tries to \_\_\_\_ and motivate the team.  
2. During the meeting, let’s \_\_\_\_ and focus on the main points.  
3. She always \_\_\_\_ to ensure customer satisfaction.  
4. At networking events, a joke can help \_\_\_\_.  
5. We need to \_\_\_\_ to stay ahead of competitors.