



100 Of The Most Important Business English Words

This is a list of 100 essential words that every business English learner needs to know. Use your ***vocabulary builder template*** and get started in learning 6 new words each day.

- Advantage
- Advertisement
- Agenda
- Authorization
- Bill
- Brand
- Budget
- Commission
- Confirmation
- Costs
- Customer
- Debt
- Decrease
- Deficit
- Delivery
- Disadvantage
- Distribution
- Employee
- Employer
- Equipment
- Estimate
- Experience
- Facilities
- Feedback
- Goal
- Growth
- Guarantee
- Improvement
- Increase
- Industry
- Interest
- Inventory



- Invoice
- Market
- Offer
- Order
- Output
- Payment
- Mogul
- Penalty
- Product
- Profit
- Promotion
- Purchase
- Refund
- Report
- Result
- Rise
- Risk
- Interview
- Full-time
- Salary
- Stock
- Supply
- Support
- Trademark
- Launch
- Consumer
- Wholesaler
- Overtime
- Lucrative
- Commodity
- Unsocial hours
- Public holidays
- Inflation
- Strike
- Recruit
- Merger
- Pay
- Remuneration
- Make redundant
- Wage



- Earning
- Biannual
- Billboard
- Scarcity
- Annual
- Quarterly
- Sick leave
- Hourly
- Retire
- Application
- Trainee
- Monthly
- Weekly
- Banknote
- Cashier
- Loan
- Currency
- Co-worker
- Lend
- Borrow
- Resign
- Dismiss
- Fire
- Hire
- Worker
- Maternity leave
- Part-time
- Petty cash

Examples of Business English

- This is a very important **customer**.
- National **debt** can be a very big problem.
- **Interest** rates have skyrocketed over the last two years.
- The company has promised them a high **salary**.
- We usually pay for these out of the **petty cash**.
- The minimum **wage** in the United States has increased to \$8 per hour.
- She was a **trainee** when she started at this company.
- The **bill** for these products is outrageous!



- We need to cut our marketing **costs**.
- 3-5 working days is our standard **delivery time**.
- Choosing the best **employee** for the end of year bonus is always a difficult task.
- Investing in the oil **industry** can be very profitable.
- The total **output** is triple that of last year.
- Customers **purchased** more this year than last.