

Adjectives that can be used to describe yourself

Accomplished	Creative	Friendly	Optimistic	Respectful
Accountable	Cultured	Genuine	Organized	Responsible
Adaptable	Curious	Goal-oriented	Outgoing	Results-driven
Adept [at something]	Customer-focused	Hardworking	Particular	Revenue-focused
Ambitious	Daring	High-achieving	Passionate	Self-disciplined
Analytical	Decisive	Honest	Patient	Self-reliant
Articulate	Dedicated	Imaginative	Perceptive	Self-starter
Assertive	Dependable	Impartial	Perfectionist	Sensible
Attentive	Detail-oriented	Independent	Perseverant	Serious
Authentic	Determined	Innovative	Persistent	Sharp
Balanced	Diligent	Inquisitive	Personable	Skilled
Bilingual	Diplomatic	International	Persuasive	Strategic
Brave	Direct	Introverted	Positive	Successful
Calm	Discerning	Inventive	Practical	Tactful
Candid	Driven	Judicious	Pragmatic	Tech-savvy
Capable	Dynamic	Knowledgeable	Precise	Tenacious
Careful	Easygoing	Level-headed	Proactive	Thorough
Cheerful	Efficient	Loyal	Productive	Tidy
Collaborative	Encouraging	Mature	Professional	Tolerant
Committed	Energetic	Mediator	Punctual	Trustworthy
Communicative	Enterprising	Methodical	Purposeful	Unconventional
Community-minded	Entrepreneurial	Meticulous	Quick	Understanding
Compassionate	Ethical	Mindful	Rational	Unique
Confident	Experienced	Motivated	Receptive [to criticism]	Upbeat
Conscientious	Extroverted	Multilingual	Reflective	Versatile
Consistent	Fair	Objective	Reliable	Vivacious
Constructive	Fast	Observant	Resolute	Visionary
Cooperative	Fearless	Open-minded	Resourceful	Worldly
Courageous	Flexible			

Out of the box Thinker Problem solver Team player Person of Integrity

Verbs that can be used to express responsibilities and tasks performed: acted accomplished adapted administered advanced advised allocated analyzed applied approved arbitrated arranged	Words to describe your qualities and skills accurate active adaptable adept analytical broad-minded competent conscientious creative curious
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assisted
attained
blended
brought
built
carried out
cataloged
changed
classified
collaborated
compared
completed
computed
conceived
conducted
constructed
consulted
contracted
controlled
cooperated
coordinated
corrected
counseled
created
dealt
decided
decreased
defined
delegated
derived
designated
detected
developed
devised
directed
discovered
distributed
documented
doubled
edited
encouraged
engineered
enlarged
escalated
established
estimated
evaluated
examined
expanded
experienced
explored
facilitated
finalized

dependable
detail-oriented
determined
diplomatic
disciplined
discreet
efficient
energetic
enterprising
enthusiastic
experienced
fair
fast learner
firm
genuine
hard-working
honest
innovative
logical
loyal
mature
methodical
motivated
objective
outgoing
passionate
personable
pleasant
positive
practical
problem solver
productive
proficient
punctual
reliable
resourceful
self disciplined
self-starter
sense of humor
sensitive
sincere
studious
successful
tactful
team-player

formulated
founded
functioned
governed
grouped
guided
handled
harmonized
harnessed
headed
identified
implemented
improved
increased
indexed
initiated
inspected
installed
instituted
interpreted
introduced
invented
investigated
justified
led
localized
located
made
managed
maintained
mechanized
merged
moderated
motivated
negotiated
opened
operated
organized
originated
overcame
perceived
performed
pioneered
planned
prepared
presented
presided
processed
programmed
promoted
provided
purchased
raised

trustworthy
versatile

recommended recorded recruited rectified redesigned repaired replaced restored reversed reviewed revised saved screened selected serviced set up solved sorted sparked specified started stimulated strengthened summarized supervised supported systematized tested trained transacted transcribed transformed tripled upgraded validated varied verified vitalized won wrote	
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Communication & Teamwork Skills

- Listening carefully and making sure you understand
- Speaking clearly and with precision
- Being patient and persuasive while taking on board suggestions
- Sharing information and making constructive suggestions
- Seeing things from the point of view of customers and colleagues
- Building trust with customers and colleagues
- Getting on with people of all types

- Understanding the strengths and limitations of team members, including your own
- Sharing your knowledge and skills with others
- Being clear about your tasks and responsibilities and delivering reliably
- Seeking compromise when differences of opinion arise
- Using initiative to solve problems within the boundaries of your job role

Planning, Organizing & Problem Solving Skills

- Analyzing complex tasks and breaking them down into logical stages
- Identifying possible problems and planning ways to work around them
- Discussing likely problems and solutions with colleagues
- Ensuring that all necessary resources (tools, equipment, materials) are available
- Using accurate measurements, quantities and estimates

Learning Skills

- Sharing knowledge & experience in the workplace
- Being prepared to invest time & effort in learning new skills
- Recognising where a new approach or skill would improve things
- Developing a range of basic IT skills relevant to your job role

Self Management Skills

- Being punctual and meeting deadlines
- Being a reliable, honest and ethical employee
- Not being put off by setbacks and problems
- Striving to improve your work performance

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List No 2: Generic Skills (graduate level)

Communication Skills

- Listening, understanding and speaking clearly
- Writing appropriately for different audiences
- Persuading & negotiating effectively
- Demonstrating empathy, assertiveness & tact
- Understanding the needs of customers/clients
- Establishing relationships & using networks

- Sharing information & proposing ideas
- Fluency in English & other languages
- Logically summarizing information or data
- Chairing a meeting

Teamwork Skills

- Working effectively with people of different ages, gender,
- race, religion or political persuasion
- Identifying the strengths of team members
- Recognising own strengths & limitations
- Clarifying team roles & performing agreed tasks
- Demonstrating leadership as appropriate
- Coaching, mentoring & motivating others
- Giving & receiving constructive feedback
- Resolving differences of opinion
- Collaborating & contributing to team results

Problem Solving Skills

- Defining the problem & contributing factors
- Developing creative, innovative &/or practical solutions
- Showing initiative in identifying & solving problems
- Solving problems independently & in teams
- Applying a range of strategies to problem solving
- Analyzing facts & testing assumptions
- Developing & evaluating a range of options
- Making realistic decisions & action plans
- Resolving customer concerns
- Implementing & monitoring solutions
- Evaluating processes & outcomes

Initiative & Enterprise Skills

- Identifying opportunities not obvious to others
- Assessing the competitive advantage of ideas
- Identifying customer or client requirements
- Being creative, initiating ideas & innovative solutions
- Determining the commercial viability of ideas

- Translating ideas into action
- Liaising with stakeholders & sponsors
- Using a range of business communication methods
- Marketing & selling a product or service

Planning & Organizing Skills

- Understanding basic business systems & their relationships
- Establishing clear & attainable project goals & deliverables
- Defining specifications & quality standards
- Collecting, analyzing & organizing information
- Risk management & contingency planning
- Managing time & priorities (setting milestones)
- Managing tasks (delegating, coordinating, monitoring)
- Managing people (training, developing, motivating, giving feedback, supervising)
- Being resourceful, taking initiative & making decisions
- Establishing evaluation criteria & participating in continuous improvement
- Reporting on progress & outcomes

Learning Skills

- Managing own learning
- Sharing knowledge & experience in the workplace
- Contributing to the learning community at the workplace
- Using a range of mediums to learn (mentoring, peer support, networking, information technology, courses)
- Having enthusiasm for ongoing learning
- Being open to new ideas & techniques
- Acknowledging the need to learn in order to accommodate change

Technology Skills

- Having a range of basic IT skills
- Using IT to organize data
- Being willing to learn new IT skills
- Having the occupational health and safety knowledge to apply technology

Self Management Skills

- Being punctual and meeting deadlines

- Being a reliable and honest employee
- Demonstrating resilience (working under pressure)
- Having a personal vision & goals
- Taking responsibility
- Working ethically
- Evaluating & monitoring own performance

Words and Phrases to Describe Yourself

- A) Ability to prioritize, Accomplishments, Adaptable, Alert, Ambition, Analytical, Appeal, Appropriate dress, Arrive early and stay late, Articulate, Assessment, Attentive, Attributes, Authenticity, Avoid selfishness, Awareness
- B) Be consistent, Be respectful, Being able to evaluate
- C) Communicate, Competitive, Computer skill, Contacts, Convey knowledge, Cooperation, Coordination with others, Core values, Creativity, Customer focus
- D) Dependability
- E) Education, Effort counts, Encourage feedback, Energetic, Enthusiasm
- F) Flexibility, Focus on the customer, Follow-through, Follow-up, Friendliness
- G) Goal-directed, Goals, Good judgment, Good written skill
- H) Handling variety
- I) Independence, Indicate commitment to goals
- J)
- K) Know your audience, Knowing one's market value, Knowledge based skills
- L) Leader, Listener
- M) Make a name for yourself, Make an effort, Management, Managing projects, Mindset
- N) Negotiate compensation, Negotiation skill, Networking
- O) Objectives, Organization
- P) Passion, Past experience, Performance, Personal branding, Personal statement, Personality, Positive attitude, Practicality, Preparation, Previous experience, Professional highlights, Promptness
- Q) Quick learner
- R) Realistic expectations, Recommendations, Remember names, Responsibility, Resume
- S) Self-starter, Sense of humor, Show interest, Skill, Smile, Solving problems, Special talents, Stand out, Strategy, Success
- T) Talent, Team leader, Time management, Track record, Transferable skills
- U) Uniqueness
- V) Value added
- W) Welcome opportunities, Well-organized, Willingness, Working well with others, Writing skills

http://www.jobline.uni-muenchen.de/app_language/skills_vocabulary/index.html

Main skills and qualities employers look for	This means you can	Adjectives and nouns that describe people with these skills	Verbs you can use to write or talk about these skills
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communication skills (oral and written)	• speak effectively • ask meaningful questions • express ideas and opinions persuasively • interpret different points of view • write good English • provide suitable feedback to verbal and written communications	accurate	address
		articulate	articulate
		communicative	author
		expressive	communicate
		persuasive	compose
			consult
			contact
			convince
			correspond
			draft
			edit
			explain
			express
			formulate
			influence
			interpret
			negotiate
			outline
			persuade
			present
			promote
			propose
			respond

interpersonal skills	• relate to and deal with other people • resolve conflict	troubleshooter supportive	counsel encourage guide listen mediate motivate resolve negotiate perceive (feelings, emotions) support
teamwork skills	• work with other people productively • share information • support and represent other team members • be open to colleagues' ideas • shoulder your fair share of the work	team player enthusiastic supportive co-operative constructive motivated	aid assist collaborate contribute co-operate participate (in) represent stand in (for) support take part (in)

organisation, management and leadership skills	• supervise, direct and guide other people • follow a plan through • lead a team towards goals • do more than one thing at a time	assertive	administer
		creative	appoint
		detailed thinker	arrange
		goal-oriented	assign
		leading	attend to details
		managerial	authorise
		methodical	brainstorm
		multitasking	chair (meetings, discussions)
		(well-)organised	consolidate
		responsible	co-ordinate
		results-oriented	decide (on)
			define
			delegate
			develop
			direct
			encourage
			establish
			execute
			follow through (on)
			follow up (on)
			handle (details or questions)
			implement (decisions)
			judge
			lead
			manage (other people)
			meet (goals, deadlines)
			monitor

			motivate multitask obtain order organize oversee plan prepare prioritize share run (meetings) schedule streamline supervise verify work together work collaboratively
initiative	• see what needs doing without being told • do something beyond your job description • make decisions on your own • be spontaneous	dynamic independent proactive quick learner quick thinker self-accountable self-aware self-managing self-motivated self-starter spontaneous	decide (for yourself) found initiate manage (your own time) prioritize seize (opportunities) take (the initiative) think on your feet work on your own

adaptability	• learn new methods • learn new skills • be open to new ideas • not feel threatened by change • be prepared to relocate	adaptable adjustable flexible mobile open-minded willing (to adapt)	accept adapt (to) adjust (to) change learn relocate
analytical, research and planning skills	• conceptualize future needs • identify problems and their causes • find solutions • look at a situation from different angles • deal with information • collect and record data	accurate analytical resourceful thoughtful	appraise analyze calculate check clarify classify collate compare compile define (needs and goals) detect determine develop diagnose evaluate examine extract (information) explore forecast identify (problems) gather (information) imagine alternatives

			inspect interpret investigate keep record (of) predict process research retrieve information set goals solve (problems) test
numeric, computer and technical skills	• prepare information • process data present findings	innovative numerate number-literate computer-literate	adapt adjust (figures) apply budget calculate collate compile (statistics) compute construct design engineer implement install operate produce program repair

			simulate
			upgrade
			utilise
			transmit

Bac

Ability to see alternatives
 Accurate, quality work
 Calm under pressure
 Can use office software
 Cooperative
 Creative
 Dependable
 Energetic, enthusiastic
 Experience managing budget & schedule
 Experience with service (food, cleaning)
 Experience with tools & equipment
 Fast worker
 Flexible
 Fluent in more than one language
 Follow directions well
 Friendly
 Good communication skills
 Good sense of humor
 Hard worker
 Honest
 Kind
 Lead groups, teams
 Learn quickly
 Like responsibility
 Neat appearance
 Neat work habits
 Polite
 Positive attitude
 Problem solving ability
 Productive
 Punctual
 Trustworthy
 Understand plans
 Willing to learn
 Willing to work overtime
 Work without constant supervision
 Work well with others

administering programs
advising people
analyzing data
assembling apparatus
auditing financial reports
budgeting expenses
calculating numerical data
finding information
handling complaints
handling detail work
imagining new solutions
interpreting languages
dispensing information
adapting new procedures
negotiating/arbitrating conflicts
speaking to the public
writing letters/papers/proposals
reading volumes of material
remembering information
interviewing prospective employees
listening to others
relating to the public
entertaining people
deciding uses of money
measuring boundaries
counseling/consulting people
operating equipment
supporting others
determining a problem
screening telephone calls
collaborating ideas
overseeing operations
teaching/instructing/training individuals
becoming actively involved
analyzing problems
preparing written communications
performing numeric analysis
setting work/committee goals
taking personal responsibility
maintaining a high level of activity
developing a climate of enthusiasm, teamwork, and cooperation
creating meaningful and challenging work
maintaining emotional control under stress
knowledge of community/government affairs
planning agendas/meetings
planning organizational needs
predicting futures
rehabilitating people
organizing tasks
prioritizing work
creating new ideas

meeting people
evaluating programs
editing work
tolerating interruptions
confronting other people
constructing buildings
coping with deadlines
promoting events
raising funds
questioning others
being thorough
coordinating schedules/times
running meetings
supervising employees
enduring long hours
displaying artistic ideas
managing an organization
serving individuals
motivating others
reporting information
encouraging others
defining a problem
maintaining accurate records
administering medication
motivating others
thinking in a logical manner
defining performance standards
recommending courses of action
expressing ideas orally to individuals or groups
conducting meetings
developing plans for projects
thinking of creative ideas
enforcing rules and regulations
interacting with people at different levels
taking independent action
knowledge of concepts and principles
updating files
setting up demonstrations
sketching charts or diagrams
writing reports
writing for publication
expressing feelings
checking for accuracy
classifying records
coaching individuals
collecting money
compiling statistics
inventing new ideas
proposing ideas
investigating problems
locating missing information

dramatizing ideas
estimating physical space
organizing files
managing people
selling products
teaching/instructing/training individuals
inspecting physical objects
distributing products
delegating responsibility
mediating between people
persuading others
summarizing information
delegating responsibilities
comparing results
drafting reports
comprehending ideas
generating accounts
making decisions
resolving conflicts
selling ideas
conducting interviews
setting priorities
gathering information
providing discipline when necessary
meeting new people
picking out important information
skillfully applying professional knowledge
providing customers with service

Management

Leadership Skills

administered
analyzed
appointed
approved
assigned
attained
authorized
chaired
considered
consolidated
contracted
controlled
converted
coordinated
decided
delegated
developed

directed
eliminated
emphasized
enforced
enhanced
established
executed
generated
handled
headed
hired
hosted
improved
incorporated
increased
initiated
inspected
instituted
led
managed
merged
motivated
organized
originated
overhauled
oversaw
planned
presided
prioritized
produced
recommended
reorganized
replaced
restored
reviewed
scheduled streamlined
strengthened
supervised
terminated

Communication

People Skills

addressed
advertised
arbitrated
arranged
articulated
authored
clarified
collaborated
communicated

composed
condensed
conferred
consulted
contacted
conveyed
convinced
corresponded
debated
defined
described
developed
directed
discussed
drafted
edited
elicited
enlisted
explained
expressed
formulated
furnished
incorporated
influenced
interacted
interpreted
interviewed
involved
joined
judged
lectured
listened
marketed
mediated
moderated
negotiated
observed
outlined
participated
persuaded
presented
promoted
proposed
publicized
reconciled
recruited
referred
reinforced
reported
resolved
responded

solicited
specified
spoke
suggested
summarized
synthesized
translated
wrote

Research Skills

analyzed
clarified
collected compared
conducted
critiqued
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
gathered
identified
inspected
interpreted
interviewed
invented
investigated
located
measured
organized
researched
searched
solved
summarized
surveyed
systematized
tested

Technical Skills

adapted
assembled
built
calculated
computed
conserved
constructed
converted
debugged

designed
determined
developed
engineered
fabricated
fortified
installed
maintained
operated
overhauled
printed
programmed
rectified
regulated
remodeled
repaired
replaced
restored
solved
specialized
standardized
studied
upgraded
utilized

Teaching Skills

adapted
advised
clarified
coached
communicated
conducted
coordinated
critiqued
developed
enabled
encouraged
evaluated
explained
facilitated
focused
guided
individualized
informed
instilled
instructed
motivated
persuaded
set goals
simulated
stimulated

taught
tested
trained
transmitted
tutored

Financial/ Data Skills

administered
adjusted
allocated
analyzed
appraised
assessed
audited
balanced
calculated
computed
conserved
corrected
determined
developed
estimated
forecasted
managed
marketed
measured
planned
programmed
projected
reconciled
reduced
researched
retrieved

creative skills

acted
adapted
began
combined
conceptualized
condensed
created
customized
designed
developed
directed
displayed
drew
entertained
established
fashioned

formulated
founded
illustrated
initiated
instituted
integrated
introduced
invented
modeled
modified
originated
performed
photographed
planned
revised
revitalized
shaped
solved

Helping skills

adapted
advocated
aided
answered
arranged
assessed
assisted
cared for
clarified
coached
collaborated
contributed
cooperated
counseled
demonstrated
diagnosed
educated
encouraged
ensured
expedited
facilitated
familiarize
furthered
guided
helped
insured
intervened
motivated
provided
referred
rehabilitated
presented

resolved
simplified
supplied
supported
volunteered

Organization/

Detail Skills

approved
arranged
cataloged
categorized
charted
classified
coded
collected
compiled
corresponded
distributed
executed
filed
generated
implemented
incorporated
inspected
logged
maintained
monitored
obtained
operated
ordered
organized
prepared
processed
provided
purchased
recorded
registered
reserved
responded
reviewed
routed
scheduled
screened
set up
submitted
supplied
standardized
systematized
updated
validated

verified

More verbs for Accomplishments

achieved

completed

expanded

exceeded

improved

pioneered

reduced (losses)

resolved (issues)

restored

spearheaded

succeeded

surpassed

transformed

won

1. ability
2. absent
3. accept
4. according to
5. account
6. accounting (department)
7. acknowledge
8. acquisition
9. act
10. actually
11. actuary
12. added value
13. address
14. addressee
15. admit
16. advance (in advance)
17. advance payment
18. advantage
19. advertise
20. advertisement (ad)
21. advertising agency
22. advice
23. advice of payment

24. advise
25. affect
26. afford
27. after-sales service
28. agenda
29. agent
30. agreement
31. ahead of the pack
32. air freight
33. airway bill
34. aisle
35. alignment
36. alternative
37. amount due
38. amplify
39. anecdote
40. annotate
41. Annual General Meeting (AGM)
42. annual leave
43. apartment
44. apology
45. appendix
46. application
47. apply for a job
48. apply (e.g., a technique)
49. appoint
50. approach
51. approval (on approval)
52. approve
53. arbitration
54. arithmetic
55. article
56. articles of association
57. articulate
58. as mentioned
59. assessment
60. assessor
61. asset
62. attendee
63. attorney
64. audience rapport

65. augment
66. author
67. authorized share capital
68. authorization
69. authorize
70. available
71. avoid
72. back to square one
73. back up
74. background
75. baggage claim
76. balance
77. balance sheet
78. ballot
79. ballpark number/figure
80. bandwidth
81. bank
82. bank account
83. bank charges
84. bank transfer
85. banknote
86. bargain price
87. barometer stock
88. barrister
89. base rate
90. bearish market
91. bedrock price
92. behavior
93. benchmarking
94. benefit
95. best practice
96. best regards
97. bid
98. big data
99. big picture
100. bi-lingual
101. bill
102. bill of exchange
103. bill of lading
104. billboard
105. billion

106. bind
107. bit
108. black market
109. blank cheque
110. bleeding edge
111. blue-chip stocks
112. blue-sky thinking
113. blurb
114. board
115. board of directors
116. boarding pass
117. body
118. body language
119. bond
120. bonus
121. borrow
122. bottom line
123. box
124. break
125. branch
126. brand
127. brand new
128. brand awareness
129. branding
130. break
131. bridging loan
132. brief
133. brisk trade
134. broadsheet
135. browser
136. budget
137. build
138. building
139. building society
140. bullish market
141. bureau de change
142. business
143. business angel
144. business plan
145. buy
146. buyer

147. buy-in
148. by the book
149. byte
150. calculate
151. call
152. campaign
153. cancel
154. candidate
155. capital
156. capital stock
157. capitalisation issue
158. career
159. cargo
160. carriage free
161. carriage paid to
162. case
163. cash
164. cash dispenser
165. cash flow statement
166. cash refund offer
167. cashier
168. casting vote
169. censor
170. certificate of origin
171. chain store
172. chairman
173. challenge
174. change
175. chapter
176. charge
177. charge for
178. check
179. check in
180. checkbook
181. cheque
182. choose
183. circulation
184. cite
185. claim
186. clarify
187. classified ads

188. clause
189. click
190. client
191. close
192. close a deal
193. coin
194. cold call
195. collaborate
196. commercial
197. commission
198. commitment
199. commodities
200. communicate
201. company
202. comparison
203. competition
204. competitor
205. complain
206. complete
207. comprehensive
208. compromise
209. concept
210. condition
211. conference
212. conference call
213. confirm
214. confirmation
215. consensus
216. consequential loss
217. consider
218. consultant
219. consumer
220. container
221. content
222. contract
223. convenience store
224. convince
225. cookie
226. coordinate
227. copyright
228. core business

- 229. core competency
- 230. corner the market
- 231. corporate synergy
- 232. correspondent
- 233. cost
- 234. cost of sales
- 235. count
- 236. counteroffer
- 237. counter-productive
- 238. coupon
- 239. court of law
- 240. cover
- 241. cover letter
- 242. coworking
- 243. credit
- 244. credit card
- 245. creditor
- 246. creditors
- 247. critic
- 248. crowdfunding
- 249. currency
- 250. current account
- 251. curriculum vitae (CV)
- 252. customer
- 253. customer service department
- 254. customs
- 255. cut-throat
- 256. data
- 257. date
- 258. date of birth
- 259. deadline
- 260. deal
- 261. debit
- 262. debt
- 263. debtor
- 264. debtors
- 265. decide
- 266. decision
- 267. declare
- 268. decrease
- 269. deep dive

- 270. defendant
- 271. deficit
- 272. deliver
- 273. deliverable
- 274. delivery
- 275. demystify
- 276. department
- 277. department store
- 278. departures board
- 279. deposit
- 280. deposit account
- 281. derivative
- 282. descend
- 283. description
- 284. desk
- 285. develop
- 286. development
- 287. dictate
- 288. difference
- 289. digital marketing
- 290. digital strategy
- 291. direct investment
- 292. direct mail
- 293. director
- 294. disadvantage
- 295. discount
- 296. discreet
- 297. dismiss
- 298. dispatch
- 299. disruption
- 300. disruptive
- 301. distribute
- 302. distribution
- 303. diversify
- 304. divide
- 305. dividend
- 306. document
- 307. domestic
- 308. donate
- 309. double-page spread
- 310. downsell

- 311. downsizing
- 312. draft
- 313. dress code
- 314. drill down
- 315. drop
- 316. dubious
- 317. due
- 318. duly signed
- 319. dutiable
- 320. duty free
- 321. duty-free
- 322. easy come, easy go
- 323. e-commerce
- 324. economies of scale
- 325. edit
- 326. editing
- 327. editor
- 328. editorial
- 329. education
- 330. elevator
- 331. e-marketing
- 332. embodiment
- 333. emerging markets
- 334. empiric
- 335. employ
- 336. employee
- 337. employer
- 338. employer's liability
- 339. enclosed
- 340. encourage
- 341. end of play
- 342. end user
- 343. end-user
- 344. enquiry
- 345. entrepreneur
- 346. environment
- 347. equal
- 348. equipment
- 349. equities
- 350. equity
- 351. establish

- 352. estate agent
- 353. estimate
- 354. evidence
- 355. exaggerated
- 356. excerpt
- 357. excess baggage
- 358. exchange
- 359. exchange rate
- 360. exclusive rights
- 361. executive officer
- 362. expand
- 363. expenses
- 364. experience
- 365. explanation
- 366. exponential
- 367. extend
- 368. extension of payment time
- 369. extranet
- 370. eye-catcher
- 371. facilitate
- 372. facilities
- 373. factor
- 374. factory
- 375. failure to pay
- 376. fall
- 377. feasible
- 378. feature
- 379. features
- 380. fee
- 381. feedback
- 382. fiction
- 383. Figure out
- 384. file
- 385. fill in
- 386. fire (someone from a job)
- 387. firm offer
- 388. fix
- 389. flight
- 390. flight attendant
- 391. flip chart
- 392. fluent

- 393. follow-up
- 394. font
- 395. for example...
- 396. for sale
- 397. force majeure
- 398. forecast
- 399. foreign exchange
- 400. franchise
- 401. free of charge
- 402. freehold
- 403. freelance
- 404. Freemium
- 405. freight
- 406. fringe benefits
- 407. front cover
- 408. front page
- 409. fulfil
- 410. full-time (job)
- 411. fund
- 412. furnished
- 413. Futures
- 414. game plan
- 415. gate
- 416. generic advertising
- 417. get down to business
- 418. get something off the ground
- 419. get the ball rolling
- 420. get worse
- 421. gig economy
- 422. go down the drain
- 423. go into administration
- 424. go public
- 425. go the extra mile
- 426. goal
- 427. going forward
- 428. goods
- 429. goods in transit
- 430. grant
- 431. ground floor
- 432. growth
- 433. guarantee

- 434. guidance
- 435. guilty
- 436. hand luggage
- 437. handout
- 438. hands are tied
- 439. hard currency
- 440. hardback
- 441. hardware
- 442. headline
- 443. headquarters
- 444. helicopter view
- 445. hereby
- 446. herein
- 447. hereinafter
- 448. hire
- 449. hoarding
- 450. Human Resources (HR)
- 451. hundred
- 452. hype
- 453. ideate
- 454. immigration officer
- 455. impact
- 456. Implement
- 457. improve
- 458. improvement
- 459. In a nutshell
- 460. in behalf of
- 461. in bulk
- 462. in conclusion,...
- 463. in full swing
- 464. in the driver's seat
- 465. inadequate packing
- 466. Incentivize
- 467. included
- 468. income statement
- 469. increase
- 470. index
- 471. induced
- 472. industry
- 473. inevitable
- 474. inflation

- 475. inform
- 476. information technology
- 477. initial order
- 478. input
- 479. inquiry
- 480. Insider
- 481. Insider dealing / trading
- 482. insistent
- 483. install
- 484. Instalment
- 485. instructions
- 486. insurance
- 487. insurance broker
- 488. interest
- 489. interoperability
- 490. Interrupt
- 491. interview
- 492. Intranet
- 493. introductory price
- 494. inventory
- 495. invest
- 496. investment
- 497. invoice
- 498. irrevocable
- 499. issue
- 500. item
- 501. jet lag
- 502. jingle
- 503. join
- 504. Joint venture
- 505. journalist
- 506. judge
- 507. jury
- 508. keep one's eye on the ball
- 509. key words
- 510. keyboard
- 511. know-how
- 512. knowledge
- 513. label
- 514. labour
- 515. landlord

- 516. launch
- 517. lawsuit
- 518. lawyer
- 519. lead
- 520. leadership
- 521. leaflet
- 522. Learn the ropes
- 523. leasehold
- 524. legal tender
- 525. lend
- 526. lengthen
- 527. let
- 528. letter of credit
- 529. letterhead
- 530. leverage
- 531. liabilities
- 532. liability
- 533. liable
- 534. lien
- 535. lift
- 536. limit
- 537. linear
- 538. loan
- 539. logistics
- 540. Long shot
- 541. loss
- 542. loss adjuster
- 543. low Hanging Fruit
- 544. lower
- 545. low-hanging fruit
- 546. lucrative
- 547. mailshot
- 548. main point
- 549. maintain
- 550. make redundant
- 551. manage
- 552. management
- 553. manager
- 554. managing director
- 555. margin
- 556. mark up

557. marker
558. market
559. market leader
560. market research
561. marketing
562. marketing department
563. mass media
564. maternity leave
565. matters arising
566. measure
567. media
568. meeting
569. memory
570. mention
571. merchandise
572. merchant bank
573. merger
574. message
575. microphone
576. million
577. minus
578. minutes
579. miscellaneous
580. mistake
581. modem
582. monetization
583. money order
584. mortgage
585. motivate
586. move the needle
587. multinational
588. multiply
589. multitask
590. multitude
591. mutual fund
592. narrative
593. nationality
594. native language
595. negotiate
596. net price
597. network

- 598. networking
- 599. news website
- 600. no strings attached
- 601. no-brainer
- 602. non profit organization
- 603. non-fiction
- 604. not going to fly
- 605. notice
- 606. notorious
- 607. objection
- 608. objective
- 609. obliged
- 610. obtain
- 611. offer
- 612. on request
- 613. on the one hand
- 614. on the same page
- 615. online
- 616. online banking
- 617. operating system
- 618. operations
- 619. opinion
- 620. opinion leader
- 621. opportunity
- 622. opportunity cost
- 623. option
- 624. order
- 625. orderform
- 626. ordinary share
- 627. organisation chart
- 628. organise
- 629. organize
- 630. out in the open
- 631. out of pocket
- 632. output
- 633. outsource
- 634. outsourcing
- 635. overcome
- 636. overdraf
- 637. overdrawn
- 638. overdue

- 639. overhead
- 640. overhead projector
- 641. overheads
- 642. owe
- 643. own
- 644. pack
- 645. packaging
- 646. packing list
- 647. paper
- 648. paperback
- 649. par value
- 650. paradigm
- 651. participate
- 652. partnership
- 653. party
- 654. part-time (job)
- 655. pay
- 656. pay in
- 657. payable by you
- 658. payee
- 659. paying-in slip
- 660. payment
- 661. penalty
- 662. penny stock
- 663. perennial
- 664. peripheral
- 665. perk
- 666. permission
- 667. perseverance
- 668. personnel
- 669. personnel department
- 670. personnel officer
- 671. petty cash
- 672. ping
- 673. pivotal
- 674. plan
- 675. platform
- 676. plausible
- 677. plead
- 678. plug
- 679. plus

- 680. point of sale
- 681. point out
- 682. pointer
- 683. policy
- 684. policyholder
- 685. portfolio
- 686. possibility
- 687. poster
- 688. postpone
- 689. pragmatic
- 690. preferential rate
- 691. premium
- 692. preparation
- 693. present
- 694. presentation
- 695. president
- 696. prespect
- 697. prevent
- 698. price
- 699. price point
- 700. prime time
- 701. prior notice
- 702. prioritize
- 703. privacy policy
- 704. pro forma invoice
- 705. process
- 706. produce
- 707. product
- 708. product liability
- 709. product line
- 710. production
- 711. production department
- 712. profit
- 713. profit and loss account
- 714. profit margin
- 715. profound
- 716. program
- 717. project
- 718. prolific
- 719. promise
- 720. promote

- 721. promotion
- 722. propelling
- 723. property
- 724. proposal
- 725. prosecutor
- 726. prospect
- 727. prospects
- 728. provide
- 729. proxy vote
- 730. public liability
- 731. public relations
- 732. purchase
- 733. purchasing department
- 734. put all one's eggs in one basket
- 735. put the cart before the horse
- 736. qualifications
- 737. quarter
- 738. quarterly
- 739. quay
- 740. quick win
- 741. quota
- 742. quotation
- 743. quote a price
- 744. raise
- 745. Raise the bar
- 746. Range
- 747. range rate
- 748. reach
- 749. Research and Development Department (R&D department)
- 750. reach a consensus
- 751. Reach Out
- 752. ready for despatch
- 753. real estate
- 754. Rebate
- 755. Receipt
- 756. receive
- 757. reception
- 758. recipient
- 759. Recommend
- 760. recruit
- 761. recruitment

762. red tape
763. reduce
764. reduction
765. reference
766. Refund
767. refuse
768. registered
769. registered letter
770. registered mail
771. reimbursement
772. reinsurance
773. reject
774. remind
775. reminder
776. remittance
777. remote work
778. remove
779. remuneration
780. renew
781. repair
782. repeat order
783. replacement
784. reply
785. report
786. representative
787. requirement
788. resign
789. respite
790. respond
791. responsibility
792. result
793. retail
794. retail price
795. retail price index (RPI)
796. retailer
797. retargeting
798. retire
799. return
800. revenue
801. reward sales
802. rise

- 803. risk
- 804. roadside signs
- 805. rock the boat
- 806. runway
- 807. sabotage
- 808. safe bet
- 809. salary
- 810. sales
- 811. sales department
- 812. salutation
- 813. same boat
- 814. sample
- 815. scalable
- 816. scale
- 817. schedule
- 818. screen
- 819. sector
- 820. security
- 821. see eye to eye
- 822. see something through
- 823. sell
- 824. send
- 825. sensationalism
- 826. separate
- 827. service
- 828. set up
- 829. sever ties
- 830. share
- 831. share certificate
- 832. share premium
- 833. shareholder
- 834. shipment
- 835. shipping
- 836. shipping agent
- 837. shoot something down
- 838. shopping centre
- 839. shorten
- 840. shorthand
- 841. show of hands
- 842. sick leave
- 843. signal

- 844. signature
- 845. skill
- 846. skill set
- 847. skim
- 848. slide
- 849. slogan
- 850. slot
- 851. smooth sailing
- 852. social media
- 853. soft currency
- 854. software
- 855. sold out
- 856. solicitor
- 857. soundbite
- 858. spare parts
- 859. speculate
- 860. speculator
- 861. split
- 862. sponsor
- 863. square
- 864. square root
- 865. staff
- 866. stakeholder
- 867. stakeholders
- 868. stand one's ground
- 869. standing order
- 870. startup
- 871. statement
- 872. statement of account
- 873. status report
- 874. stipulate
- 875. stock
- 876. stockbroker
- 877. stockholder
- 878. stopover
- 879. store
- 880. storey
- 881. story
- 882. strategy
- 883. strength
- 884. strike

- 885. structure
- 886. subscribe
- 887. subtle
- 888. subtract
- 889. succeed
- 890. success
- 891. sue
- 892. suggest
- 893. suggestion
- 894. sum up
- 895. summary
- 896. supervise
- 897. supplier
- 898. supply
- 899. supply chain
- 900. support
- 901. sustainability
- 902. tabloid
- 903. take on
- 904. take the bull by the horns
- 905. takeover
- 906. talk someone into something
- 907. talk someone out of something
- 908. target
- 909. task
- 910. taxonomy
- 911. team-player
- 912. telecommuting
- 913. telephone marketing
- 914. tenant
- 915. tender
- 916. terms
- 917. terms of payment
- 918. the elephant in the room
- 919. think outside the box
- 920. thousand
- 921. ticket
- 922. time's up
- 923. tip
- 924. title
- 925. to be grateful

- 926. to be short-listed
- 927. to enclose
- 928. to grant a discount
- 929. to inquire
- 930. to invoice
- 931. to quote a price
- 932. to refund
- 933. to request
- 934. to retail
- 935. to ship
- 936. to sign
- 937. to start with...
- 938. to whom it may concern
- 939. touch base
- 940. traction
- 941. trade fair
- 942. trade union
- 943. trademark
- 944. trader
- 945. trading session
- 946. trainee
- 947. training
- 948. training course
- 949. transaction
- 950. transcend
- 951. transit passenger
- 952. transport
- 953. trial
- 954. trillion
- 955. turning now to...
- 956. turnkey
- 957. turnover
- 958. twist someone's arm
- 959. typeset
- 960. unanimous
- 961. underestimate
- 962. underpin
- 963. unemployment benefits
- 964. union
- 965. unit price
- 966. unit trusts

- 967. unpack
- 968. unsaleable
- 969. up in the air
- 970. uphill battle
- 971. upper hand
- 972. upsell
- 973. vacancy
- 974. valid
- 975. value
- 976. vary
- 977. venture capital
- 978. verdict
- 979. vertical
- 980. vice president
- 981. video conference
- 982. viral marketing
- 983. virus
- 984. visual aids
- 985. vote
- 986. warehouse
- 987. warrant
- 988. waybill
- 989. weakness
- 990. wheelhouse
- 991. whereas
- 992. whiteboard
- 993. wholesale
- 994. wholesaler
- 995. with reference to
- 996. withdraw
- 997. without prejudice
- 998. word of mouth
- 999. work history
- 1000. worker