



**Did you know that, English  
for business conversation  
is easy?**

JACK PK

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## **Preface**

The book "Did you know that, English for business conversation is easy?" was specifically designed to provide readers with practical benefits for everyday life. It offers numerous examples of conversations in each chapter, allowing readers to improve their English language skills and apply them in real-life business situations.

The primary goal of the book "English for Business Conversation" is to offer practical benefits for readers in their everyday lives. By providing numerous examples of conversations in each chapter, the book helps readers improve their English language skills and allows them to apply what they learn in real-life business scenarios. This is particularly valuable for individuals who frequently engage in business conversations or aim to enhance their communication skills in professional settings.

หนังสือ "รู้หรือไม่ ภาษาอังกฤษเพื่อการสนทนา  
ธุรกิจนั้นง่ายนิดเดียว" จัดทำขึ้นเพื่อให้ผู้อ่านได้  
นำไปใช้ประโยชน์ในชีวิตประจำวันโดยเฉพาะ มี  
ตัวอย่างบทสนทนามากมายในแต่ละบท ช่วยให้ผู้อ่าน  
สามารถพัฒนาทักษะภาษาอังกฤษและนำไปใช้ใน  
สถานการณ์ทางธุรกิจในชีวิตจริงได้

เป้าหมายหลักของหนังสือ "การสนทนา  
ภาษาอังกฤษเพื่อธุรกิจ" คือการนำเสนอประโยชน์ที่  
นำไปใช้ได้จริงในชีวิตประจำวันของผู้อ่าน ด้วยการให้  
ตัวอย่างบทสนทนามากมายในแต่ละบท หนังสือเล่มนี้  
ช่วยให้ผู้อ่านพัฒนาทักษะภาษาอังกฤษและช่วยให้  
พวกเขาสามารถนำสิ่งที่เรียนรู้ไปใช้ในสถานการณ์  
ทางธุรกิจในชีวิตจริงได้ สิ่งนี้มีประโยชน์อย่างยิ่ง  
สำหรับบุคคลที่มักมีส่วนร่วมในการสนทนาทางธุรกิจ  
หรือมีเป้าหมายที่จะเพิ่มพูนทักษะการสื่อสารใน  
สภาพแวดล้อมแบบมืออาชีพ

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# Introductions

## English for business conversation



Here are a few common phrases and expressions that might be useful in a business conversation:

ต่อไปนี้เป็นวลีและสำนวนทั่วไปบางส่วนที่อาจเป็นประโยชน์ในการสนทนาทางธุรกิจ:

### 1. Greeting:

- Good morning/afternoon/evening.
- How are you?

- It's nice to meet you.

## 2. Introducing yourself:

- My name is [Your Name]. I work for [Your Company].

- I'm responsible for [Your Position/Department].

- I've been with the company for [Number of Years].

## 3. Making small talk:

- How was your weekend/vacation?

- Have you been following the latest industry news?

- How are things going with your projects?

## 4. Discussing business matters:

- I wanted to talk to you about...

- Can we discuss the budget/schedule/progress?

- I have a proposal/suggestion to make.

- Let's brainstorm some ideas/solutions.

## 5. Making requests:

- Could you please...

- I would really appreciate it if you could...

- It would be great if you could...

#### 6. Agreeing and disagreeing:

- I agree with you.
- I see where you're coming from.
- I'm afraid I have a different opinion.
- I'm not sure I agree with that.

#### 7. Making suggestions and giving advice:

- How about we...
- I think it might be a good idea to...
- Have you considered...
- If I were in your shoes, I would...

#### 8. Closing the conversation:

- Thank you for your time.
- It was great talking to you.
- Let's keep in touch.
- I'll follow up with an email/phone call.

Remember, every business conversation may require different vocabulary and phrases depending on the context, so be sure to adapt these expressions to suit your needs.



# Chapter one

## What greeting people with business conversation situation

บทที่หนึ่ง

สิ่งที่ท้าทายผู้คนในสถานการณ์การสนทนาทางธุรกิจ



In a business conversation, it is important to greet people professionally and respectfully. Here are

some common greetings for business situations:

ในการสนทนาทางธุรกิจ สิ่งสำคัญคือต้องทักทายผู้คนอย่างมี  
อาชีพและด้วยความเคารพ คำทักทายทั่วไปสำหรับสถานการณ์  
ทางธุรกิจมีดังนี้

1. Good morning/afternoon/evening.

- This is a standard and polite way to greet someone.

2. Hello [Person's Name].

- This is a straightforward and friendly greeting.

3. Nice to meet you.

- This can be used when meeting someone for the first time.

4. How are you?

- It shows genuine interest in the person's well-being, but keep in mind that in a business setting, the response is usually brief, such as "I'm good, thank you. How about you?"

## 5. How have you been?

- This can be used if you have an established relationship with the person, and you are genuinely interested in their recent experiences.

Remember to always match the level of formality with the person you are speaking to. If you are unsure, it's better to err on the side of being more formal until you gauge the other person's style.

**After greetings in a business conversation, it's important to establish the purpose of the conversation and move on to the main topic. Here are some common phrases to transition into the next part of the discussion:**

1. I hope you're doing well. Our purpose for today's meeting is...

- This sets the tone for the conversation and gives a clear direction for the discussion.

2. Thank you for taking the time to meet with me. I would like to discuss...

- Expressing gratitude and stating the topic helps to create a focused conversation.

3. Shall we get started? I'd like to talk about...

- This signals that you are ready to begin discussing the intended topic.

4. I wanted to speak with you about an important matter regarding...

- This conveys that you have something significant to discuss and grabs the listener's attention.

5. Before we dive into the details, I wanted to give you an update on...

- This acknowledges the need for an update before proceeding with the main topic.

Remember to be clear and direct about the purpose of the conversation, allowing the other person to understand what the discussion will entail.

# Chapter Two

## How to introduce yourself as English conversation for a business

บทที่สอง

วิธีแนะนำตัวเองเป็นบทสนทนาภาษาอังกฤษ  
สำหรับธุรกิจ



To introduce yourself in a business setting, here's an example dialogue:

Person A: Good morning. I don't believe we've met before. My name is John Smith.

Person B: Good morning, John. I'm Sarah Johnson. Nice to meet you.

Person A: Nice to meet you too, Sarah. I work as a Senior Account Manager at XYZ Company.

Person B: I'm the Marketing Director at ABC Corporation. It's great to have you here.

In this dialogue, Person A initiates the introduction by stating their name and position. Person B reciprocates by sharing their name and position as well.

When introducing yourself in a business conversation, it is a good idea to provide some additional context about your role or responsibilities. This helps establish your credibility and sets the tone for the discussion. Remember to maintain a confident and professional demeanor throughout the conversation.

หากต้องการแนะนำตัวเองในสภาพแวดล้อมทางธุรกิจ นี่คือบทสนทนาตัวอย่าง:

บุคคล A: สวัสดีตอนเช้า ฉันไม่เชื่อว่าเราเคยพบกันมาก่อน ฉันชื่อจอห์น สมิธ

คน B: สวัสดีตอนเช้า จอห์น ฉันชื่อ ซาร่าห์ จอห์นสัน ยินดีที่ได้รู้จัก.

บุคคล A: ยินดีที่ได้รู้จักเช่นกัน Sarah ฉันทำงานเป็นผู้จัดการบัญชีอาวุโสที่บริษัท XYZ

บุคคล B: ฉันเป็นผู้อำนวยการฝ่ายการตลาดของ ABC Corporation เป็นเรื่องดีที่มีคุณที่นี่

ในบทสนทนานี้ บุคคล A เริ่มต้นการแนะนำตัวโดยระบุชื่อและตำแหน่งของพวกเขา บุคคล B ตอบสนองด้วยการแบ่งปันชื่อและตำแหน่งของพวกเขาเช่นกัน

เมื่อแนะนำตัวเองในการสนทนาทางธุรกิจ คุณควรให้บริบทเพิ่มเติมเกี่ยวกับบทบาทหรือความรับผิดชอบของคุณ สิ่งนี้ช่วยสร้างความน่าเชื่อถือและกำหนดทิศทางสำหรับการสนทนา อย่าลืมรักษาท่าทางที่มั่นใจและเป็นมืออาชีพตลอดการสนทนา

*Here's a sample dialogue to  
introduce yourself in a business  
conversation:*

Person A: Good afternoon, everyone. I'd like to take a moment to introduce myself. My name is [Your Name], and I am thrilled to be here today. I come with a strong background in [mention your industry or field]. Over the past [X] years, I have gained extensive experience in [mention specific areas of expertise].

Person B: That sounds impressive, [Your Name]. Could you tell us a bit more about your experience and achievements?

Person A: Absolutely. Throughout my career, I have had the opportunity to [describe significant achievements or projects]. One of my most notable accomplishments was [mention a specific achievement that showcases your skills or impact].



This experience allowed me to [highlight relevant skills or lessons learned].

Person C: That's quite remarkable, [Your Name]. What are your goals moving forward?

Person A: Thank you for asking, [Person C]. Looking ahead, I am focused on [mention your short-term and long-term goals]. I am particularly interested in [discuss specific objectives or industry advancements you aim to contribute to]. By doing so, I believe we can [mention the impact you hope to make or the opportunities you want to explore].

Person D: It's great to hear about your aspirations, [Your Name]. What are some of your key values or principles that shape your approach to business?

Person A: Thank you, [Person D]. Honesty, integrity, and transparency are at the core of my business approach. I firmly believe in building strong relationships based on trust and mutual respect. Additionally, I strive to foster a culture of innovation

and collaboration, encouraging diverse perspectives and continuous learning.

Person E: That's fantastic, [Your Name]. How do you set yourself apart from others in your field?

Person A: Excellent question, [Person E]. What sets me apart is my ability to [mention your unique skills, knowledge, or qualities]. I constantly strive to stay updated with the latest industry trends and techniques, ensuring that my solutions are cutting-edge and efficient. This commitment to innovation, combined with my passion for excellence, helps me create exceptional results for my clients or partners.

*Remember, this is just a sample dialogue, and you can personalize it based on your actual experiences, achievements, and goals.*

After interviewing yourself, you can proceed with discussing various aspects of your business or personal goals. This can include:

1. Sharing your background and experience: Talk about your professional journey, relevant skills, and expertise that make you well-suited for specific business opportunities or roles.

2. Highlighting your achievements: Discuss any notable accomplishments or successes you've had in the business world or projects you have delivered. This helps establish credibility and demonstrates your ability to excel in challenging situations.

3. Outlining your goals: Explain your short-term and long-term objectives, both for yourself and your business. This can include plans to grow your company, expand market reach, or develop new products/services.

4. Describing your values and principles: Discuss the guiding principles or core values that drive your business or decision-making process. This helps potential partners or clients better understand the ethical and moral foundation of your operations.

5. Presenting your unique selling proposition (USP): Explain what sets you apart from competitors or other similar businesses. Emphasize your unique strengths, innovative approaches, or distinctive features that can differentiate you in the marketplace.

6. Discussing challenges and solutions: Share any challenges or obstacles you have faced in the past or anticipate encountering in your business. Explain the strategies or solutions you have implemented or plan to implement to overcome or navigate these challenges successfully.

7. Sharing future plans: Talk about upcoming projects, partnerships, or initiatives that you are excited about and discuss how they align with your overall business vision.

*Remember, business conversations should be engaging and interactive. It's crucial to listen actively, respond to others' queries, and invite their*

*feedback or input. By doing so, you can create a meaningful dialogue that fosters connection and helps you establish credibility and trust in the business community.*

โปรดจำไว้ว่าการสนทนาทางธุรกิจควรมีส่วนร่วมและมีการโต้ตอบ การฟังอย่างกระตือรือร้น ตอบคำถามของผู้อื่น และเชิญความคิดเห็นหรือความคิดเห็นของพวกเขาเป็นสิ่งสำคัญ คุณสามารถสร้างบทสนทนาที่มีความหมายซึ่งส่งเสริมการเชื่อมต่อและช่วยให้คุณสร้างความน่าเชื่อถือและความไว้วางใจในชุมชนธุรกิจ



# Chapter Three

## Making small talk:

- How was your weekend/vacation?
- Have you been following the latest industry news?
- How are things going with your projects?

บทที่สาม

พูดคุยเล็กน้อย:

- วันหยุดสุดสัปดาห์ / วันหยุดของคุณเป็นอย่างไร?
- คุณได้ติดตามข่าวสารอุตสาหกรรมล่าสุดหรือไม่?
- โครงการของคุณเป็นอย่างไรบ้าง?



*Certainly! Here are some  
examples of small talk questions  
in a business conversation:*

นี่คือตัวอย่างบางส่วนของคำถามพูดคุยในการ  
สนทนาทางธุรกิจ:

Person A: Hi there! How was your  
weekend/vacation?

Person B: Thanks for asking, Person A. It was great,  
actually. I took a much-needed break and spent  
some quality time with my family. We explored a new  
hiking trail and enjoyed some relaxation. How about  
you?

Person A: That sounds lovely. I had a productive  
weekend as well. I managed to catch up on some  
reading and recharge for the week ahead.

Person C: Hey, have you been following the latest

industry news?

Person D: Absolutely, Person C. The industry has been buzzing with the recent developments in [mention a relevant topic or trend]. It's fascinating to see how [describe the impact or implications]. Have you come across any interesting news lately?

Person C: Yes, indeed. I've been reading about [mention another relevant topic or event] and its potential influence on our business. It's essential to stay updated and adapt our strategies accordingly.

Person E: How are things going with your projects?

Person F: Thank you for asking, Person E. Things are progressing well. We've recently completed [mention a milestone or significant achievement], and it has helped us gain momentum. Our team is excited about the upcoming tasks and is committed to delivering exceptional results.



Person E: That's great to hear. I'm glad things are on track. Is there any support or resources you need to ensure the project's success?

Person F: I appreciate your offer, Person E. At the moment, we're well-equipped, but I'll definitely reach out if anything comes up. How about your projects? How are they coming along?

Person E: Thank you for asking. We're making steady progress as well. We faced some initial challenges, but with effective teamwork and strategic planning, we are overcoming them one by one.

*Remember, small talk helps build rapport and establish a friendly atmosphere, so feel free to adapt these examples to your specific situation and audience.*