


Business English Phrases Cheat Sheet


10 Must-Know Business English Phrases for Japanese Professionals

Perfect for meetings, emails, and day-to-day conversations in international workplaces!

1. Let's circle back to this.


Use when you want to return to a topic later.


 **Example: "Great question—let's circle back to that after the meeting."**

 日本語訳:「この件については、後ほど改めて話しましょう。」

2. Just to clarify...

Use when confirming understanding or asking politely.


 **Example: "Just to clarify, the deadline is Friday, correct?"**

 日本語訳:「確認ですが、締切は金曜日でよろしいでしょうか？」

3. I'm following up on...


Perfect for checking in without sounding pushy.


 **Example: "I'm following up on our last email regarding the shipment details."**

 日本語訳:「前回のメールでの出荷内容について、再度ご連絡させていただきます。」

4. I appreciate your patience.


Shows gratitude, especially during delays or long processes.


 **Example: "Thank you—I appreciate your patience while we finalize the report."**

 日本語訳:「レポートの最終調整中、お待ちいただき感謝いたします。」

5. From our perspective...


Introduces your point of view diplomatically.


 **Example: "From our perspective, the proposal aligns well with our goals."**

 日本語訳:「私たちの立場から見ると、この提案は我々の目標に合致しています。」

6. We're on the same page.


Use to confirm shared understanding.


 **Example: "Thanks for the explanation—I think we're on the same page now."**

 日本語訳:「ご説明ありがとうございます。これで認識が一致していると思います。」

7. We need more time to decide.


Use when you need internal discussion or upper-level approval.


 **Example: "We need more time to decide on the timeline and budget."**

 日本語訳:「スケジュールと予算について決定するために、もう少し時間が必要です。」

8. Let's take this offline.

Politely moves off-topic discussion to a private follow-up.

 **Example: "Good point—let's take this offline and follow up one-on-one."**

 日本語訳:「よいご指摘ですね。この件については別途、個別に話しましょう。」

9. Could you walk me through that?

Ask for a detailed explanation professionally.

💡 Example: "Could you walk me through the process once more?"

📌 日本語訳:「そのプロセスをもう一度、詳しくご説明いただけますか？」

10. Let me double-check and get back to you.

Use when unsure and want to follow up later.

💡 Example: "Let me double-check with our manager and get back to you."

📌 日本語訳:「マネージャーに確認して、後ほどご連絡いたします。」

📌 Tip: Use these phrases in your next English meeting or email to sound confident, professional, and globally ready!

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