

Choose The Correct Word or Phrase for Any Business Situation

 Instead of saying...	 Say...	 Why is this the better word choice?
Hip you to	Inform you of	The first phrase is too casual for business English.
Wise you up	Tell you about, inform you of	The first phrase is too casual for business English.
Holla back	Reply to	The first phrase is too casual for business English.
On the down low	Confidential	The first phrase is too casual for business English.
This stinks. OR This is bad.	This could be improved.	The first sentence is too blunt for business English.
You're wrong.	I don't think that's right; I disagree.	The first sentence could be insulting to the person you're speaking to.
You guys	You; you all; your team; your department	The first phrase does not take women into account, and is considered sexist in some offices.
Knock it off	Please stop doing that; please refrain from doing that	The first phrase is too casual for business English.
Dude	Sir; madam	The first word is too casual to address someone in a business situation.