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It seems that it wouldnt be that difficult to use two small words when and how youd like. But thats not necessarily true, especially when it comes to English grammar, and one reason is because English has a huge vocabulary with ever-shifting
rules.Its no wonder that ESL students cant just pick it up in one English lesson: it takes a while to learn all the intricacies of the language, and one example is with the English words just and only. These are two common and important words you should know regardless of why youre studying English: for school, travel, business English, or
otherwise. In this article well go over just and only, explain the differences between the two, and provide some examples of how to use each. The words just and only are often used interchangeably, but they have distinct uses: just can indicate a recent action or emphasize a minimal amount, while only restricts or limits the scope of a statement. For
example, just can mean very recently as in I just finished, whereas only limits, as in I only have one. While these two words are very similar and often used in this way. In most
other use cases you can replace just and only without changing the meaning. This word has a few different meanings. I have just finished a big project. 2. Only Examples: Be careful Ive just washed the floor, and its still wet. We just finished a big project. 2. Only Examples: Be careful Ive just washed the floor, and its still wet. We just finished a big project. 2. Only Examples: Be careful Ive just washed the floor, and its still wet. We just finished a big project. 2. Only Examples: Be careful Ive just washed the floor, and its still wet. We just finished a big project. 2. Only Examples: Be careful Ive just washed the floor, and its still wet. We just finished a big project. 2. Only Examples: Be careful Ive just washed the floor, and its still wet. We just finished a big project. 3. Only Examples: Be careful Ive just washed the floor, and its still wet. We just finished a big project. 3. Only Examples: Be careful Ive just washed the floor is a finished a big project. 3. Only Examples: Be careful Ive just washed the floor is a finished a big project. 3. Only Examples: Be careful Ive just washed the floor is a finished a big project. 3. Only Examples: Be careful Ive just washed the floor is a finished a big project. 3. Only Examples: Be careful Ive just washed the floor is a finished a big project. 3. Only Examples: Be careful Ive just washed the floor is a finished a big project. 3. Only Examples: Be careful Ive just washed the floor is a finished a big project. 3. Only Examples: Be careful Ive just washed the floor is a finished a big project. 3. Only Examples: Be careful Ive just washed the floor is a finished a big project. 3. Only Examples: Be careful Ive just washed the floor is a finished a big project. 3. Only Examples: Be careful Ive just washed the floor is a finished a big project. 3. Only Examples: Be careful Ive just washed the floor is a finished a big project. 3. Only Examples: Be careful Ive just washed the floor is a finished a big project. 3. Only Examples: Be careful Ive just washed the floo
you ate just half of your lunch. In most cases, the word just. Examples: Only/just two students came to class on Monday. My kids only/just use the internet for schoolwork, not for playing games. When using the phrase if only, the word just can be used if the sentence structure is changed slightly. Examples: If only he had
studied harder, he would have passed the test. If he had just studied harder, he would have passed the test. The meaning is only, but not if the meaning is very recently; in the immediate past cannot be
applied to both words: Ive just washed the floor (a few minutes ago). I only washed the floor (and I didnt wash the table). Nevertheless, it all depends on the context. Did you eat all the cakes? No, I just/only ate one. In the following sentence, we cannot use only instead of just: Why is the floor wet? Because Ive just washed it. When we use just and only,
word order is very important: Ive just had two pieces of pizza. (= I have recently eaten two pieces of pizza.) (= I have recently eaten two pieces of pizza.) (= Ive eaten only two pieces of pizza.) (= Ive e
something you still dont understand, please ask. Loved this article? Explore more fascinating advanced English workplaces are more complex than ever you may be working with a client on the other side of the world, managing diverse, remote
teams, or onboarding someone who speaks a different language. Chances are, youll experience intercultural misunderstandings at one point, whether thats about the way you gave feedback or a gesture you made. To improve communication and workflow across your team, you need to know the causes of misunderstandings and build strategies to
overcome them. What are common cultural misunderstandings in communication styles across cultures misunderstandings can lead to conflicts or misinterpretations if not addressed with cultural awareness and
sensitivity. Intercultural misunderstandings explained. With so many influencing factors, two different cultures may collide and give rise to misunderstandings. In the workplace, employees tend to bring their own cultural behaviors, expectations, and communication styles, both in verbal and nonverbal communication. Verbal communication includes
how you give feedback, address people, and share your ideas. Some cultures value direct feedback (This needs improvement), while others are more indirect (Maybe we could try a different approach?). Nonverbal communication is how you communicate using body language, such as eye contact, gestures, and personal space. A good example is the
concept of personal spacein some countries, an arms length is appropriate when talking to people, whereas a hands length is enough in others. Conflict can arise through both verbal and nonverbal miscommunication, generating negative emotions from both parties, such as annoyance, embarrassment, offense, uncertainty, and even
anger. Intercultural miscommunication and misunderstandings at work are often due to two contributing factors: Increasing diversity within the workplace: Having diverse teams are becoming more and more common with the rise often due to two contributing factors: Increasing diversity within the workplace teams are becoming more and more common with the rise of the rise of the factors and the rise of t
multicultural family units, migration, and relocation. Colleagues need to understand each other to cooperate and work together to achieve shared goals. Expanding the global reach of organizations: These days, its easy (and desirable) to communicate electronically with clients, suppliers, and other business associates in countries on the other side of
the world. You build stronger relationships when youre familiar with clients language and culture. Causes of intercultural misunderstandings are often complex and multifaceted. However, we can narrow it down to 4 factors. Below is a detailed explanation for each of them, along with relevant cultural
misunderstandings examples featuring different countries:1. Ethnocentrism is defined as the attitude that ones own group, ethnicity, or nationality is superior to others. Here, the idea is that people view other cultures through the lens of their own, judging them by the standards and norms of their own culture. In doing so, it is only too
easy to misinterpret others actions and behaviors, which inevitably leads to conflict. For example, in the US and UK, maintaining a degree of equality between a manager and their staff is viewed as a good thing. Therefore, it is not unusual in these work environments for a supervisor to run out and order coffee or cakes for the whole team, as any other
employee might do. But in other countries where a hierarchy is more strictly followed and valued, picking up beverages or snacks for the office is viewed as a very low-skilled task that is only performed by junior personnel. So, in this type of culture, a manager who fetches coffee for their team might find that they are no longer respected by their
employees. Likewise, an American supervisor who works in India and tries to bond with their staff by sitting at a desk in the same office space might encounter similar problems. This is because, in India, it is more customaryand expected for managers to have their own separate office. Social psychologist Geert Hofstede defined Power Distance as one
of the defining characteristics of national culture. Scored out of 100, a high score in Power Distance scores in the countries mentioned above are: Being aware of differences and prioritizing open communication helps overcome ethnocentrism.
For multinational companies, cross-cultural training is a great way to build that awareness. Instead of judging, colleagues start understanding each other and become more likely to find common ground. 2. Different definitions of right and wrong Another frequent cause of intercultural misunderstandings relates to the fact that what is considered to be
right or wrong differs among cultures. Without a working knowledge of other peoples customs and traditions, employees may make false assumptions about diverse colleagues and clients. For example, in German business culture, meetings and negotiations must be kept short and to the point. But in countries in the Middle East, there is a much more
relaxed attitude toward timekeeping, with more emphasis placed on building relationships. Besides meetings and time management, the following business areas may also lead to misunderstandings due to cultural differences: Feedback: In countries like the US, UK, and Germany, speaking directly, openly, and concisely is not only normal but also
valued. Other cultures are more indirect and might even consider direct feedback to Thai coworkers in Bangkok. Unfamiliar with Thai culture, the American colleague communicated as he would in the US. His feedback came off as
bullying, as per the HR in Bangkok, as Thai culture favors more indirect communication. Teamwork: Attitudes and expectations regarding teamwork can change over time depending on ones cultural context. Employees from todays younger generations are usually more independent than workers from older generations, who are more accustomed to
collaborating and working together. Dress code: In general, younger staff members prefer a more casual dress code at work than older personnel who were brought up in an era when formal dress was much more common and even expected.3. Communication differences Different cultures have distinct speech patterns, etiquette, and verbal and
nonverbal communication. Some countries place a higher importance on words, while others use a significant amount of body language, facial expressions, and silence to convey meaning. Here are some cultural misunderstandings examples that may cause confusion at work and in daily life: Smiling: In China, it is common for someone to smile when
they dont understand something. This could be confusing for a Westerner who might interpret this as the listener understands and/or agrees with what is being said. Silence: In Asian countries may find this silence awkward, which
can lead to confusion. According to a study by Preply, it takes 8.1 seconds for silence to be considered awkward in Thailand and 6.3 seconds in the USA. This suggests that during a negotiation, a US businessperson might begin to feel uneasy when their Thai counterpart is not speaking, whereas they might simply be listening. Eye contact: Some
cultures view eye contact as respectful and polite. Others, though, may see it as threatening or unmannerly. Gestures: An intercultural misunderstanding can happen when people arent familiar with others gestures. For example, it is rude to show the soles of your feet in many Arab, Muslim, Hindu, and Buddhist communities, and difficult for
foreigners to understand the Indian head wobble. These arent common knowledge if youre not familiar with the cultures, which highlights the importance of awareness. Interruptions: In many parts of the West, interruptions another person when they are speaking is considered rude. However, in some African and Latin American countries, it is
perceived more positively as a means of joining and actively participating in the conversation. Of course, there is an intermediate learner, there will be differences in language factor. If one individual is a native speaker and the other is an intermediate learner, there will be differences in language factor. If one individual is a native speaker and the other is an intermediate learner, there will be differences in language factor. If one individual is a native speaker and the other is an intermediate learner, there will be differences in language factor.
The native speaker may use more complex words instead of common ones, and the non-native speaker may feel shy to ask for clarification, for example. They would both benefit from corporate language training to improve communication skills and bridge the gap.4. Workplaces are becoming increasingly diverse, which means that
the corporate culture also needs to adapt. This adaptation can manifest in many ways, such as including information in a variety of languages and providing facilities appropriate to the workforces composition (e.g., a sufficient number of lavatories for all genders). Also, ensuring that discrimination is not tolerated at any level of the business. The drive
for diversity within the workforce needs the support of an inclusive workplace culture, otherwise intercultural for preventing intercultural misunderstandings. It is important to recognize that there is no single right way to do
something. Instead, there are many different ways to go about it. Also, it is only by understanding how and where these misunderstandings might occur that we can take steps to eliminate them. Implementing this mindset at work can be achieved in a variety of ways: Provide diversity training Diversity and inclusion training increases employees
awareness of cultural differences, with the aim of promoting a greater understanding of and appreciation for diversity. Topics usually include unconscious bias, cultural sensitivity, breaking stereotypes, and more. Be informed about employees diverse backgrounds to know the diverse
backgrounds within your team. This way, youll be aware of cultural faux pas, national or religious holidays they may celebrate, and communication styles they might prefer. Plus, it may also be a conversation starter to ask about this next
week. Or instead of saying, We need to get the ball rolling, say, We need to start. These are small details that make your language more beginner-friendly, so you overcome language barriers as well as intercultural differences. Dont make assumptions Not sure about the meaning of a specific gesture your colleague made? Or whether okay really meant
good or not good, not bad? Instead of making assumptions, ask if you got everything right. A simple Just wanted to clarify goes a long way and minimizes misunderstandings due to intercultural differences. Set communication best practices Make sure everyone uses inclusive language, avoids stereotypes, and promotes a safe environment, whether
thats during coffee breaks or virtual meetings. This will help improve employees know how to deal with differences without offending others. Celebrate cultural differences Instead of viewing cultural differences as causes for
misunderstandings and friction, celebrate them as ways of growing and learning together. Who knows? The punctuality of one culture combined with the flexibility of another way you can celebrate is to literally celebrate.
Consider encouraging colleagues to share their culture during company events or celebrate local holidays within your team, whether that Eid, Christmas, or Lunar New Year. Become more global and overcome intercultural barriers of intercultural misunderstandings leads to a global mindset that is more suited to diverse
workplaces and international businesses. This knowledge increases intercultural empathy, which makes it easier to integrate and work across multiple cultures. The end result is a successful and thriving business that builds mutually beneficial relationships throughout the world. Overcoming intercultural barriers and misunderstandings starts with
training and awareness. Personalized training programs, youll make sure youre working toward the right goals, as the modules will be tailor-made for your team. Book a demo with Preply Business to learn more
about personalized, 1-on-1 language and cross-cultural awareness training! Imagine walking into a meeting with poise to closing it with impact, the right vocabulary can be your secret weapon in the workplace. Mastering impressive
words for meetings will give a huge boost to your professional development, especially if youre using a second language in the workplace. It raises your confidence and showcases strong communication skills. Expanding your vocabulary for business meetings also proves you have a growth mindset, which paves the way for participating in important
work conversations and growing professionally. Whether youre leading a team brainstorm, updating project statuses, or pitching new ideas, the right words can make all the difference. Lets dive into this list of over 120 impressive words and phrases for business meetings that will grow your professional vocabulary. Clear communication helps
meetings stay focused and productive. Here are useful words and phrases to enhance clarity and effectiveness during meetings: Clarify: Could you clarify? Align: Lets follow up later. Consensus: Have we reached a
consensus?Timeline: Whats our timeline?Next steps: Lets discuss next steps. Alternative words for meeting include conference, assembly, gathering, and session. These synonyms can be used interchangeably depending on the context to convey the idea of a group coming together for discussion or decision-making. This vocabulary guide is designed to
equip you with an arsenal of impressive English phrases for various stages of a business meeting. By adopting these expressions, youll be able to navigate meetings with ease, contribute more meaningfully, and make a lasting impression on your colleagues. Weve bolded some more advanced words and phrases so you can add them to your vocabulary
list. These terms are helpful for any conversation, not just in the workplace, so practice using them to improve your communication skills. Check out our list of 150+ useful business presentation phrases to continue learning. Its crucial to start a meeting on a positive and welcoming note, creating an atmosphere conductive to productive and open
discussions. Using the right phrases immediately engages participants, making them feel valued and ready to contribute. Theyll also signal the start of a focused, meaningful discussion. 1. Lets start our session on 2. Im delighted to welcome everyone. 3. Id like to extend a warm welcome to everyone. 4. Thank you for joining us today. 5. Lets dive into our
agenda.6. Im grateful for your presence today.7. Im eager to hear your valuable insights.8. Lets use our collective expertise to Explaining the agenda will communicate the meetings purpose and structure to everyone. That way you can guide the discussion toward a productive outcome.9. Our primary objective today is 10. Our roadmap for today
includes 11. Key items on our docket include 12. Lets outline our strategic objectives. 13. The blueprint for our meeting is 14. Our itinerary today covers Encouraging everyone to participate ensures diverse viewpoints are heard and valued. This will lead to more comprehensive and creative solutions you cant develop on your own. 15. I encourage open
dialogue.16. Feel free to contribute your insights.17. I value everyones input on this matter.18. Please share your perspectives.19. The floor is open for your insights.20. Im keen to receive your feedback.24. Im happy to hear your constructive critiques
A meeting is where everyone shares their ideas and works together to build strategies. Using assertive yet respectful language when presenting your thoughts can positively influence the direction of the discussion. 25. My strategic recommendation is 26. My proposition is 27. From my vantage point 28. I advocate for 29. It might be beneficial to
consider30. From a tactical standpoint31. I propose a different approach to32. My analysis suggests that all team members are on the same page and understand their roles in moving forward.34. The
current status is as follows 35. Our recent milestones include 36. The latest updates on this are 37. To update you on the trajectory of our progress 38. The latest developments indicate 39. Id like to update you on the trajectory of our project
is 44. Im here to report on the latest 45. Our progress has been marked by 46. The current phase of our plan is Agreeing or supporting ideas in a meeting fosters a positive environment and encourages further contributions. Expressing your agreement in a constructive manner can lead to more collaborative and fruitful discussions. 47. I echo your
sentiments on 48. I second your proposal. 49. I endorse your recommendation. 50. Id like to add my full support to 51. Thats a valid point, and I second your opinion. 52. Your idea resonates with our strategy, so Im fully on board. 53. Thats a valid point, and I second your proposal. 49. I endorse your recommendation. 50. Id like to add my full support to 51. Thats a valid point, and I second your opinion. 52. Your idea resonates with our strategy, so Im fully on board. 53. Thats a valid point, and I second your opinion. 52. Your idea resonates with our strategy, so Im fully on board. 53. Thats a valid point, and I second your opinion. 54. Your idea resonates with our strategy, so Im fully on board. 54. In the second your opinion is a compelling point, and I second your opinion. 54. In the second your opinion is a compelling point, and I second your opinion. 54. In the second your opinion is a compelling point, and I second your opinion is a compelling point, and I second your opinion is a compelling point.
meeting. Doing so respectfully and thoughtfully can lead to more robust and well-rounded decisions.54. Lets consider a counterpoint to55. I have a different interpretation of56. Perhaps we should reevaluate57. Im not entirely convinced about58. Id like to challenge the notion of59. Might I suggest an alternate path60. Im inclined to differ on61. I
propose a different angle on 62. I have reservations regarding 63. Lets rethink our approach to 64. Id like to offer a different insight into 65. Perhaps a different strategy would be Transitioning smoothly to another topic keeps the meeting focused and efficient. Effective transitions ensure the meeting covers all agenda items within the allotted time. 66.
Lets segue into our next subject.67. Transitioning our focus to the next topic 71. Shifting our attention to 72. Moving forward to our next point Asking questions or seeking clarification helps you thoroughly explore all aspects of a topic so everyone
clearly understands the discussion. This leads to more in-depth and meaningful conversations. 73. Could you explain further? 4. I need some clarify your stance on 79. Id like to delve deeper into 80. Can you expound on your previous
statement?81. Im interested in hearing more about82. Could you elaborate on your perspective? Keeping the discussion on track involves steering conversations back to the main topics and ensuring the meeting.83. I suggest we
refocus on the main issue.84. Lets steer our dialogue back to85. Lets recalibrate our conversation to86. I propose we redirect our attention to87. I suggest we reorient our discussion towards88. To return to our foundational topic89. Lets recenter our conversation on90. I propose we refocus our discussion on Summarizing ideas at the end of a
meeting reinforces understanding and ensures that everyone is aligned with the decisions and action items. Its a crucial step in concluding the meeting effectively, providing a clear and concise overview of what was discussed and agreed upon.91. In summation, our key decisions are 92. Lets synthesize our discussion highlights.93. To distill our
conversation into key points 94. Lets crystallize our main takeaways.95. In closing, lets recap our agreed tasks.96. Lets coalesce our findings into clear next steps.97. In brief, our collective decision-making points towards 98. To recapitulate todays insights 99. To put it succinctly, our agreed course of action is 100. In a nutshell, we have resolved to
prioritize Effective time management requires prioritizing discussions, keeping the meeting within the scheduled timeframe, and ensuring that all topics are adequately covered. Managing time and focus is crucial for maintaining engagement and productivity.101. Lets be mindful of our allotted time.102. I propose we streamline our discussion on 103.
To optimize our time, lets prioritize 104. I suggest we be succinct in our discussions on 105. Lets be methodical in our approach to save time. 109. To be time-conscious, lets quickly cover 110. I suggest we be concise and
to the point. Closing the meeting effectively is as important as starting it. A good closing wraps up the session with a sense of accomplishment and clarity. It reinforces the outcomes, expresses gratitude to the participants, and sets the stage for future actions.111. As we conclude our session112. In wrapping up todays meeting113. Lets bring our
session to a close.114. Thank you for a productive meeting.115. As we draw this meeting to an end116. I appreciate your active engagement today.117. Lets adjourn with these action items and meet next week.118. Thank you for your valuable contributions.119. Well reconvene as per our schedule.120. Im grateful for your insights today.121. Well
wrap up with these final remarks.122. Thank you for a constructive session. Buzzwords are like double-edged swords. While they might sound trendy or sophisticated, theyre often clichd and vague, falling short in clarity and specificity. Lets explore the most common buzzwords are like double-edged swords. While they might sound trendy or sophisticated, theyre often clichd and vague, falling short in clarity and specificity. Lets explore the most common buzzwords are like double-edged swords.
 phrases instead:Think creativelyInnovateExplore new ideasBe originalThink differently Leverage is often used vaguely without specifying how to use resources. Use these synonyms in place of it:Make use ofCapitalize onHarness Take it to the next level is a phrase often used to imply improvement or advancement, but it lacks specificity and is
 frequently overused in business contexts. This phrase can leave listeners unsure of the actual steps needed for improvement. To convey your message more value Saying youll touch base isnt very specific. Its also too informal and vague for professional
settings. Consider these alternatives: Check in Follow up Get in touch Connect Set up a meeting Another overused phrase, circle back can be unclear about the specifics of revisiting a topic. Try these phrases instead: Revisit later Return to this topic Discuss again Follow up on this Address this later This phrase is very overused. It also trivializes peoples to the specific of revisiting a topic. Try these phrases instead: Revisit later Return to this topic Discuss again Follow up on this Address this later This phrase is very overused. It also trivializes peoples to the specific of revisiting a topic. Try these phrases instead: Revisit later Return to this topic Discuss again Follow up on this Address this later This phrase is very overused. It also trivializes peoples to the specific of revisiting a topic. Try these phrases instead: Revisit later Return to this topic Discuss again Follow up on this Address this later This phrase is very overused. It also trivializes peoples the specific of revisiting a topic Discuss again Follow up on this Address this later This phrase is very overused. It also trivializes people again Follow up on this Address this later This phrase is very overused. It also trivializes people again Follow up on this Address this later This phrase is very overused. It also trivializes people again Follow up on this Address this later This phrase is very overused. It also trivializes people again Follow up on this Address this later This phrase is very overused. It also trivializes people again Follow up on this Address this later This phrase is very overused. It also trivializes people again Follow up on this Address this later This phrase is very overused. It also trivializes people again Follow up on this Address this later This phrase is very overused. It also trivializes people again Follow up on this Address this later This phrase is very over the phrase is very over
efforts by describing them as easily achievable tasks. Here are some more positive alternatives to try: Easy winsQuick gainsSimple stepsReadily achievable goals Because its so exaggerated and overused, game-changer has lost its impact. Here are some other phrases to use instead: Major impactSignificant changeBreakthroughTransformative idea
This overused phrase can be unclear outside specific contexts. Consider using these other terms as a replacement: Make a difference an impact show results Make progress This buzzword comes off as pretentious but vague. Its also overused for describing any big change. Try out these alternatives: Fundamental change Major shift New
approachDifferent perspective Originally a technical term, bandwidth lacks clarity in other contexts. Here are some more specific words to use instead: CapacityAbilityTimeResourcesAvailability This buzzword is often overused in tech but usually lacks specificity about how youll act differently. Experiment with these alternatives: Change directionShif
focusAdjust strategyRealign Another vague buzzword overused in tech and business, disrupt has quickly lost its meaning. To stand apart from the crowd, try these alternatives:RevolutionizeTransformInnovateShake upChange radically A term borrowed from biology, ecosystem can be abstract and confusing in business. Try these other options
 instead:NetworkSystemCommunityInterconnected environmentComplex structure This phrase is highly overused, having lost its meaning to describe a comprehensive viewAll-encompassing approach The following tips provide practical strategies to ensure your
meetings are not just well-organized but also engaging and result-oriented. With our recommendations, youll lead productive meetings that achieve their objective can quickly become a directionless chat, wasting valuable
time. By setting a clear goal, you ensure that the meeting stays on track and that every participant understands the purpose of the gathering. First, define the objective to help everyone stay on track. Some useful phrases for doing this
include:Today, our goal is to finalizeLets focus our discussion on achievingOur main objective today is to resolveWhether its to brainstorm new marketing strategies, finalize a project plan, or resolve a team issue, having a clear objective sets the tone for a focused and productive meeting. A well-prepared agenda is like a roadmap for your meeting. It
covers the topics to be discussed, allocates time for each item, and helps keep the meeting organized and efficient. Sharing the agenda in advance allows participants to prepare, ensuring a more engaging and productive meeting. Before the meeting organized and efficient agenda in advance allows participants to prepare, ensuring a more engaging and productive meeting.
with the meeting participants. Try to get their input if its a collaborative meeting, like a brainstorming session. Stick to the agenda to keep the meeting productive. Here are some phrases you can use: According to our agenda to keep the meeting productive.
agenda helps manage time effectively, ensures all critical topics are covered, and keeps the meeting aligned with its objectives. Active participation creates a dynamic environment where everyone feels valued and heard. This leads to diverse perspectives, richer discussions, and more innovative solutions. During each meeting, create an inclusive
atmosphere by asking open-ended questions that invite discussion. Try calling on quieter meeting participants and ask for their opinions. Or you can take a round-robin approach where each person shares an idea to ensure everyone has a chance to speak. Try using some of the following phrases to encourage participation: Id love to hear different
perspectives on What are your thoughts, [Name]? Lets get a variety of inputs on this topicUltimately, active participation fosters a sense of ownership among your team so theyre more committed to achieving goals. Discover 40+ helpful phrases for conducting business calls in English. At the end of your meeting, take a few minutes to summarize the
 key points discussed and the action items decided upon. This recap ensures everyone is on the same page and clearly understands their responsibilities moving forward. Start by reviewing the key decisions made during the meeting. This allows others to ask for clarification or correct any misunderstandings. Then assign action items with clear
deadlines. You should follow up on this with a written summary sent after the meeting. Some phrases you can use include: To summarize, weve decided toOur action items includeLets recap the main points weve agreed uponWith a solid meeting recap, youll reinforce understanding, ensure accountability, and provide a clear record of decisions and
next steps. Collecting feedback shows that you value the opinions of your team members and are committed to making meetings as productive and duration. Use phrases like: I welcome your thoughts on how todays meeting went. Any
suggestions for improving our next meeting? Did you find this meeting productive and engaging? Should we plan for more or less time for the next meeting? You can refine the meeting structure and content and ensure that future
meetings align with the teams needs and preferences. Read more about how to conduct a business meeting in our comprehensive guide. This guide gives you the tools to navigate business meetings confidently and effectively. Whether youre opening a meeting, setting the agenda, or offering your insights, learning these impressive words for meetings
can significantly impact your ability to contribute and lead. However, if English is not your first language, or if youre looking to refine your business English tutors can be a huge help. Preply tutors offer personalized 1-on-1 lessons tailored to your specific needs, helping you to
improve your fluency, expand your business vocabulary, and gain confidence in your English language abilities. With flexible scheduling and thousands of tutors to choose from, you can find the perfect match to help you reach your professional language goals. Dont let language barriers hold you back. Take the next step in your career journey with
Preply and transform your business communication skills. Find an online tutor for 1-on-1 lessons and master the knowledge you need! Prices from just $5 per hour. Explore tutors Learning English means remember something we have already in
learned in English fairly quickly, but sometimes a word or rule we learned not long ago wholly flies out of our mind when we need it the most. This is especially true for ESL learners who dont have an excellent grasp on the language yet. Does that sound familiar? Today, well learn seven idiomatic expressions in English about memory, along with
example sentences of each. You can use these expressions when talking about memory, remembering things, or forgetting things. Lets get started! This idiom in English means to remind someone of something theyve forgotten. For example: Let me refresh your memory youve already missed four classes this term. I had to refresh her memory about
what happened two years ago. The second idiom on our list means if I remember (something) properly. Use it when you are fairly confident that you remember something correctly, but you are the cousin of my closest friend. If memory serves me correctly, weve already met
before. This idiom means to remind someone about something they have forgotten. For example: When he started to sing the song, it jogged my memory, and I remembered meeting him in Paris. I tried to jog Jacksons memory about our childhood antics. Our fourth idiom means to study something carefully so that you can remember it exactly. Look at
the examples, and I think youll get the sense of how to use this idiom. I havent got a pen to write down your phone number, so Ill have to commit it to memory. I always commit to memory all my patients names. This idiom in English refers to an occasion when people remember or talk about things that happened in the past. For example: Every
Christmas is a trip down memory lane for the family when our parents take out the photo albums. We were taking a trip down memory lane, talking about our vacation in the Bahamas last summer, when Juliet entered the room. If someone says to you bear in mind, it means they want you to remember something important. For example: You must bear
in mind that the cost of living is higher in New York. Bear in mind, my dear, its hard to trust people once you have been deceived. This idiom is used to say that someone does not remember what is said or is not paying attention to it. For example: Mary is such an inattentive person. When you talk to her, it goes in one ear and out the other. I wont talk to
him anymore. He never listens to me. It goes in one ear and out the other. If youre trying to learn English, mastering some basic English idioms is important. Not everyone has an English teacher, so studying idiom lists independently and learning them yourself might be the best choice for you. Now that youve learned a few helpful English phrases
about memory (or forgetting things) try to include them in your everyday speech. May your memory always serve you correctly! Good luck in your language learning! Boost your vocabulary! More idioms just a click away: Learning English involves mastering those small but mighty words like still, already, and yet. These three adverbs might look
simple, but they can completely change what your sentences mean! Getting comfortable with them will help you sound more natural and express time relationships clearly when you speak. Still shows that something continues often longer than expected. Already tells us something continues often longer than expected.
appears in questions and negative statements when asking about or saying something hasnt happened but probably will. The rest of this guide will walk you through each of these adverbs with lots of examples to help you use them correctly and confidently in your everyday English conversations! Still shows that something is continuing often longer
than expected. Think of it as a way to say, This is happening now, just as it was before. When using still in your sentences, place it before the main verb or after helping verbs like am, is, are, or have. In positive sentences, still keeps things going: I still remember my first English lesson or Shes still studying at university. For negatives, it works
similarly: They still havent arrived or He still doesnt understand the concept. When asking questions, still checks if things remain unchanged: Are you still works at that companyAfter helping verbs: I have still not finished my homeworkAfter forms of be: We are
still at the restaurantAt sentence beginnings for contrast: Still, we decided to go aheadStill can also express feelings like surprise or impatience. When someone asks, Are you still getting dressed? there might be a hint of Wow, thats taking longer than I expected! This makes still not just about timing, but also about showing your reaction to something
that continues. Already tells us something happened sooner than expected! This handy adverb helps you express surprise when things happen earlier than planned. When you use already, youre signaling to your listener that timing expectations have been exceeded. In everyday conversation, youll hear already in statements like: Ive already finished
my homework or She has already left for the airport. In questions, it checks if something unexpected has occurred: Have you already eaten dinner? or Has the package already in your sentence adds different flavors: Mid-sentence (most common): I
have already seen that movie twiceEnd of sentence (sounds more casual): Weve done that exercise already Beginning for emphasis: Already she speaks three languages fluently Before main verbs: They already know about the surprise partyThe position matters! Putting already at the end makes your English sound more conversational, while placing is
at the beginning creates emphasis on how surprisingly early something happened. Yet tells us something happened but we expect it will! This handy adverb works perfectly when talking about pending actions. While still and already appear everywhere, yet loves to hang out in negative statements and questions. In negative sentences, yet
typically sits at the end: I havent finished my homework yet or She hasnt arrived yet? Though less common, yet sometimes appears in positive statements too! It can signal possibility despite challenges: Theres hope yet
or He may win the championship yet. These uses add a touch of optimism to your English conversations. The position of yet makes all the difference: End position (most common): They havent called yetAfter helping verbs (formal): I have yet to meet her parentsWith not yet combinations: Not yet finished, the painting sits on her easelIn questions: Has
the movie started yet?Yet creates that feeling of its coming soon that other time adverbs just dont capture. Once you get comfortable using it, your English will sound much more natural and expressive! Lets put these three adverbs side by side to see exactly how they differ! This quick comparison will help you choose the right word every time in your
conversations. Time focus: Still looks at what continues from before, yet looks ahead to whats expected you eaten yet? (checking if expected action happened) Negative meaning: I still cant
swim (continuing inability) vs. I havent learned to swim yet (expecting to learn) Main purpose: Still shows continues) vs. Have you already finished?
(surprise its complete) With perfect tense: Ive still got homework (continuing situation) vs. Ive already done my homework (completed earlier) Where they appear: Already loves positive statements, yet prefers negatives and questions What they signal: Already = wow, that was quick!, yet = its expected but hasnt happened Conversation use: Ive already
seen that movie vs. I havent seen that movie yetResponse patterns: Yes, Ive already called them vs. No, not yetPick still when something is expected but hasnt happened. These little words make a big difference in how natural your English sounds! Lets put your
knowledge to the test with some fun exercises! These quick practice activities will help you get comfortable using these tricky adverbs in everyday conversations. Fill in each blank with still, already, or yet to complete these sentences: Have you finished your homework ____
                                                                                                                                                                                                                                                                                                                                  told you three times not to leave your shoes in the hallway. She
                                                     waiting for the bus that was supposed to arrive 30 minutes ago. Theyve
                                                                                                                                           eaten dinner, so they wont join us at the restaurant. Has the movie started
                                                                                                                                                                                                                                      ?Im learning how to use these adverbs correctly.The children havent gone to bed
                        working on that project? Pick the best adverb (still, already, or yet) for each sentence: I havent decided what to wear to the party ____
                                                                                                                                                                             . a) still b) already c) yetShes
                                                                                                                                                                                                                        living with her parents while looking for an apartment. a) still b) already c) yetHave you
                                                                                                                                                                                                                                                                                           ? a) still b) already c) yetDont peek at the answers just yet! Try these exercises first, then check
that movie twice this month. a) still b) already c) yetIs it raining ? a) still b) already c) yetThey havent responded to my email . a) still b) already c) yetIm
                                                                                                                                                                                                thinking about your question. a) still b) already c) yetHas the package arrived
your answers at the end of the article to see how you did! These three little adverbs still, already, and yet pack a powerful punch in everyday English conversations! While theyre small words, using them correctly instantly makes your English conversations! While theyre small words, using them correctly instantly makes your English conversations! While theyre small words, using them correctly instantly makes your English conversations!
sooner than expected), and yet (anticipated but not happened), youll communicate with greater precision. Have you noticed how much clearer your meaning becomes when you place these adverbs in just the right spot? An online English tutor can help you perfect this placement through real-time feedback during conversations. Theyll catch those
tricky moments when you might mix them up and guide you toward more natural usage patterns. Imagine chatting confidently about what youre already accomplished, what youre still working on, and what your interests and goals. Your tutor
will create personalized examples that relate to your life, making these concepts stick. Want to sound more like a native speaker when using these time expressions? Find a tutor and start learning today. A few focused sessions can transform those hesitant pauses into smooth, confident English! Lets check your answers! How did you do with these
tricky adverbs? Heres what you should have for each exercise. Have you finished your homework yet? Yet asks about expected actions that havent happened. Ive already shows repetition beyond whats expected. She hasnt received her package yet. Yet works perfectly in negative
statements about pending deliveries. Were still waiting for the bus that was supposed to arrive 30 minutes ago. Still highlights that waiting continues longer than it should. They eater adverted yet? Yet asks if an
expected event has occurred.Im still learning how to use these adverbs correctly. Still shows an ongoing learning process. The children havent gone to bed yet. Yet works with negatives for expected but pending actions. Hes already completed the assignment thats due next week. Already expresses surprise at early completion. Are you still working on
that project? : Still in questions often carries a hint of surprise at continuation. I havent decided what to wear to the party _____. Correct answer: c) yet Perfect for negative statements about pending decisions. Shes _
                                                                                                                                                                                                                                                         \_ living with her parents while looking for an apartment. Correct answer: a) still Shows a living situation that continues.Have you
       met the new teacher? Correct answer: b) already Suggests surprise that the meeting might have happened early. Weve ______ seen that movie twice this month. Correct answer: a) still Checks if weather conditions continue. They havent responded to my email and the meeting might have happened early. Weve ______ seen that movie twice this month.
                                                                                                                                                                                                                                ? Correct answer: c) yet Asks about an expected delivery. Got some wrong? No worries! These little words trip up even advanced learners. Keep
                                                                                             _ thinking about your question. Correct answer: a) still Shows ongoing thought process.Has the package arrived \_
practicing, and youll get the hang of it! Whether youlearn English online or offline, understanding when you dont fully understand the difference between at and on or when to use at or in. Luckily, there are explicit situations where the in, on, and at prepositions can be intimidating when you dont fully understanding when you dont fully understand the difference between at and on or when to use at or in. Luckily, there are explicit situations where the in, on, and at
prepositions are specifically used. And we want to let you in on these cases. The following guidelines will help you use the correct preposition of place and time every time. The prepositions in, on, and at are used to indicate time and place: In is for larger areas or periods (e.g., in the garden, in 2020), on is for surfaces or specific days (e.g., on the
table, on Monday), and at is for precise locations or times (e.g., at the door, at 5 PM). Two of the most common contexts in which in, at, and on are used involve identifying where someone or something is and when something is and when something is and when something is and on are used involve identifying where someone or something is and when something is and when something is and on are used involve identifying where someone or something is and when something is and when something is and on are used involve identifying where someone or something is and when something is an advantage of the something is a something in the something in the something is a something in the so
and at prepositions are not interchangeable, so you have to remember when to use which. To make puzzling information more digestible, we organized it into neat tables. The first one explains how in, on, and at can be used as prepositions of place. Youll also see some in, on, and at preposition examples you will often hear in everyday
situations. Preposition Situations Examples at the door. Is she at a concert tonight? Read the title at the top of the page. on On a surface Exceptions: general street names and close to a riverThe painting is on the wall. Her ring is on her middle
finger.Do you like anything on the menu?I live on Grove Street.The restaurant is on the river.inIn an enclosed space or a general area that contains borders or boundariesShe has a penny in her pocket.I left my wallet in the car.The children are in the garden.They live in New York City.Im staying in France this summer.Note: When referring to
buildings or other confined areas, both prepositions at and in can be used, depending on the context. If you would like to describe the general location of where someone/something is, you should use at. For example, Mary is at the school. However, if you need to emphasize that someone/something is inside the building or area, you can use in. For
instance, Mary is in the school. The second table shows the same prepositions used to explain specific hours, days, or times of day, illustrated with helpful in, on, and at preposition examples at Specific times of day, illustrated with helpful in, on, and at preposition examples at Specific times of day, illustrated with helpful in, on, and at preposition examples at Specific times of day, illustrated with helpful in, on, and at preposition examples at Specific times of day, illustrated with helpful in, on, and at preposition examples at Specific times of day, illustrated with helpful in, on, and at preposition examples at Specific times of day, illustrated with helpful in, on, and at preposition examples at Specific times of day, illustrated with helpful in, on, and at preposition examples at Specific times of day, illustrated with helpful in, on, and at preposition examples at Specific times of day, illustrated with helpful in, on, and at preposition examples at Specific times of day, illustrated with helpful in, on, and at preposition examples at Specific times of day, illustrated with helpful in, on, and at preposition examples at Specific times of day, illustrated with helpful in, on, and at preposition examples at Specific times of day, illustrated with helpful in, on, and at preposition examples at Specific times of day, illustrated with helpful in, on, and at preposition examples at Specific times of day, illustrated with helpful in, on, and at preposition examples at Specific times of day, illustrated with helpful in, on, and at preposition examples at Specific times of day, illustrated with helpful in, on, and at preposition examples at Specific times of day, illustrated with helpful in, on, and at preposition examples at Specific times of day, illustrated with helpful in, on, and at Specific times of day, illustrated with helpful in, on, and at Specific times of day, illustrated with helpful in, on, and at Specific times of day, illustrated with helpful in, on, and at Specific times of day, illustra
show starts at 4:45.I hate driving at night.onSpecific days and datesDatesDays of the weekWeekends*Holidays* (e.g., New Years Eve, Independence Day, Halloween)BirthdaysThe party is on May 5th.They work out on Mondays.I relax on the weekend.He left on Christmas day.We met on Easter.I cried on my birthday.inMore general
timesMonthsSeasonsYearsCenturiesTime periodsPastFutureException for times of day: morning, afternoon, eveningI saw him in August.We ski a lot in the past.Ill meet with you in an hour.It was dark in the morning.I eat dinner in the evening.*Note
In American English, the preposition on is used with weekends and holidays, as shown above. However, in British English and other varieties, the preposition at can be used with weekends and holidays. Learn more about this below. As mentioned above, one difference between American and British grammar is our use of in, on, and at prepositions
Below, weve highlighted some examples so you can feel confident using them no matter which type of English: I havent visited in years! British English: I havent visited for years! American English: I study law in
schoolBritish English: I study law at schoolThese distinctions will help you sound more like a native speaker in either Britain or the US. That said, as Brits consume a lot of American media, they will know what you mean if you get confused. With so many small rules, its easy to mix up the in, on, and at prepositions. Weve gathered some common
mistakes learners can make when using these propositions to show you the correct: I will meet you at 5 PM. Incorrect: I will meet you at 5 PM. Incorrect: He lives at 123 Main Street. Incorrect: He lives at 123 Main Street. Incorrect: He son a hurry. Correct
Hes in a hurry. Incorrect: The answer is at page 12. Correct: The answer is on page 12. Correct: At the end of the movie, they get married. Correct: She works on every weekend. Correct: She works 
every weekend. Incorrect: I entered in the room. Correct: I entered in the room. Correct: We met also here to help. With personalized learning plans, flexible schedules, and many more benefits, you can find the perfect
tutor with ease. No more guessing or frettingyour English improves now! In the world of messengers and chat rooms, the use of Internet abbreviations is as natural as seeing another selfie maker at the street. Some people call it
Internet slang since many abbreviations are mostly used in informal conversations of specific groups in social media networks. However, the typically localized whereas Internet abbreviations are universal and used by any person who catches the gist of a chat. The
                               with ten common texting abbreviations is almost as high as the fact that you text or tweet your friends each day. But, you probably also see internet abbreviations and acronyms all the time that you dont understand. Thats why we wrote this article with over 100 of the most popular internet abbreviations of 2025: so you can
use it as a reference, test yourself, and master the hip lingo of the internet. In 2025, common internet abbreviations, ASAP (As soon as possible), FYI (For your information), G2G (Got to go), FB (Facebook), MSG (Message), TTYL (Talk to you later), and IMO (In my opinion). These are widely used for quick and efficient
communication. Here is a selection of the most popular and widely used internet abbreviations in 2025; LOL: Laughing out loudASAP: As soon as possible FYI: For your information G2G: Got to goFB: FacebookMSG: Message TTYL: Talk to you later IMO: In my opinion Limits. As simple as it is, people have started abbreviating words due to the limited
number of characters permitted in a single message or tweet. Until 2017, one tweet could include no more than 140 characters for a username. This number doubled to 280 characters and 20 characters for a username. This number doubled to 280 characters, yet the tradition to abbreviate is still a trend these days. People want to save their efforts and time for typing especially when its made on the
go. Besides, one of the reasons to use shorthand in texting is the accelerated life pace which makes us say or do more in less space and time. People stopped using long beautiful transition words or phrases like nevertheless, notwithstanding the fact that because it takes too many taps to write them. Hence, the second reason is simply humans laziness
and impatience to type full words. Still, its not that bad because idleness has been an engine of progress for many centuries. The shorthand communication can be compared to a specific secret language code between users in different online chats, social media, instant messaging services like Skype, WhatsApp, Telegram, Facebook Messenger, etc.
This abbreviation code is also a perfect way to protect one-to-one conversation from someones intrusion. One of the assumptions is that the greater part of abbreviations appeared because teens needed to hide their private chats from parents eyes. And there are specific examples that confirm it:PAW (Parents are watching)PITR (Parent in the
room)PBB (Parent behind back)POMS (Parent over my shoulder)KPC (Keeping parents clueless)PAH (Parent at home). The craziest thing is that today our parents also use IM abbreviations to chat with their friends. However, sometimes their messages make us blush and even fofl (falling on floor laughing). Basically, millennials were those who
created and popularized the use of internet chat abbreviations. Shortened common words, word combinations, and even sentences have become a part of tweeting and why cant people simply say Nice to have! Of course, you can join a chat and write instead of
TTYL or OMG their full variants like Talk to you later / Oh my God. Twitter wont crash, and others in a chat wont come with others. To help you learn more abbreviations and acronyms, we grouped them according to a similar pattern of use. Make sure you practice
some daily English exersices to memorize new words and phrases. HIFW How I feel whenHIFW has become one of the most common text abbreviations in funny, sarcastic memes and gifs on Twitter, Instagram, and Facebook. Another example with the full words is also frequently used in blogs and FB posts. TFW That feeling when. TFW internet slang
often goes in a caption to an image.MFW My face whenMRW My reaction whenIFYP I feel your painLOL Laughing out loudTNTL Trying not to laughIK Just kiddingIDC I dont care ZZZ Sleeping, bored, tiredWYWH Wish you were hereTIME Tears in my eyesBAE Before anyone
elseYou can use it referring to a person who you care for the most. E.g. Me and my BAE have just watched another episode of Game of Thrones!SSDD Same stuff, different dayQQ CryingFor me, the origin of QQ abbreviation is really surprising. According to Urban Dictionary, at first, QQ meant to quit the game Warcraft II by pressing the hotkey
Alt+QQ. Hence, when a player started whining, others offered him to QQ. Soon, it was associated with crying eyes and used in texting and tweeting as well.FIMH Forever in my heartBSAAW Big smile and a winkBWL Bursting with laughterLMAO Laughing my a** offBFF Best friends foreverCSL Cant stop laughing IMOIMHO In my opinionIn my
humble opinionOMDB Over my dead bodyNTH Nice to have. what does nth mean in texting messagingPOV Point of ViewTBH To be honestFTW For the winWTF What the f***This and the following examples belong to internet slang abbreviations describing something of the best or low (FTL) quality. If you say something is FTW, then it can be
splendid, amazing, perfect, etc. FTL For the lossYNK You never knowSMH Shaking my head SRSLY Seriously YGTR You got that rightGMTA Great minds think alikeIt is sometimes confused with GMAT (Graduate Management Admission Test); however, those who have gone through that painful preparation to exam could always tell the difference
The abbreviation, which refers to the common way of thinking, has become mainstream and even placed as a print on cups, pillows, shirts, etc.AYMM Are you my mother? CWOT Complete waste of time IANAL I am not a lawyerNext time you share any law-related advice in a public chat, put IANAL or its analogue TINLA (This is not legal advice) so
that you are not accused of unlicensed consultation. In the U.S. and other countries, even a small recommendation on how to deal with your assets or running a divorce case can be regarded as unauthorized law practice. AFAIK As far as I rememberAFAIC As far as I moncernedASL Age, sex, locationAAMOF As a matter of
factFWIW For what its worthYMMV Your mileage may varyIIRC If I remember correctlyDM Direct messageAFAICT As far as I can tellTL;DR Too long; didnt readYou can reply with this abbreviation not only to emphasise how long the post is but also to explain that youve been too lazy to read and just ignored it. Which is why TL;DR also means Too
lazy; didnt read. Later, it gave birth to ToS; DR (Terms of service; didnt read). As you may know, many people skip studying this part of a website because of the complex law terms and long sentences. IRL In real lifeTIL Today I learnedSOML Story of my life. What does SOML mean in texting? Most likely a person compares another persons story with
own situation. EMBM Early morning business meeting Is Just for fun ISYK Just so you knowFAWC For anyone who caresRLRT Real life retweetOH OverheardWUZUP Whats up?CS Career suicideDWH During work hours OMW On my wayGRATZ CongratulationsGL Good luckIDK I dont knowTTYL Talk to you laterBRB Be right backW8 WaitNFS Not
for saleB4N Bye for nowB@U Back at youBBBG Bye bye be goodBBIAS Be back in a secRUOK Are you OK?CYT See you tomorrow DBMIB Dont bother me Im busyDM Direct messageGFN Gone for nowAFK Away from keyboard NSFW Not safe for workIf you see this kind of abbreviation posted near a specific link, then do not click it. Most likely,
NSFW acronym will lead to some sexual, nude, brutal or violent content banned to view at your working place. NSFL Not safe for life! t refers to even more offensive and shocking content which can possibly cause mental harm. SFW Safe for workGRAS Generally recognised as safeNBD Not big dealOC Original content 4AO For adults only OP Original
posterThis refers to someone who was the first to publish a post.PPL PeopleICYMI In case you missed itJIC Just in caseNAGI Not a good ideaGOI Get over itRBTL Read between the linesAYOR At your own riskDIY Do it yourselfE123 Easy as one, two, threeGAHOY Get a hold of yourself TMB Tweet me backWTPA Where the party at?DAE Does anyone
else?PRT Please retweetPTB Please retweetPTB Please text backTIA Thanks in advanceBUMP Bring up my post Cant get enough to start a conversation in a public chat.
Before you begin using any texting abbreviations from our list look through the chat history. If you find that only reaction acronyms or abbreviations having a formal chat
with your CEO in a corporate chat room. Our article on English for the office with tips on how to communicate better in the workplace will come in handy in this case. Need help improving your English for the office with tips on how to communicate better in the workplace will come in handy in this case. Need help improving your English skills? Check out our guide on How to learn English!
what the present continuous tense is and how to use it. So past continuous is its older brother. In other words, its the equivalent of the present continuous tense is used to speak about the past and continuous tense is used to speak about the past. The past continuous tense is used to speak about the past and continuous, except we use it to speak about the past. The past continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to speak about the past and continuous tense is used to 
tense, the time of the action must be clearly stated or understandable from the context; when the action began and ended may be unknown. It is the process itself the act of its duration that is important. First, lets look at how to form the past continuous tense in English. Check out our ultimate guide to learning English grammar. The past continuous
tense describes actions that were ongoing in the past, typically using was/were followed by a verb ending in -ing. It is often used to set the scene in a narrative or to indicate an interrupted action. In order to form this verb tense, we need to use the verb to be in its past tense form. This is dependent on the person (was for I, he, she, it; were for you,
we, they), and then add ing to the action verb. This is the way to form a positive sentence. For example: I was cooking at 5 oclock yesterday. We were watching TV when Ann came. Bob was driving home when I phoned him. A negative sentence can be formed using the structure you are already familiar with: Put the adverb not after was/were: was +
not = wasnt; were + not = werent. For example: She wasnt listening to me when I tried to warn her. My brothers werent playing games. They were doing their homework. I wasnt working last Friday. If you need to ask a question in the past continuous tense, use the following structure: was/were + subject + action verb + the rest of the sentence. This
structure is also used when asking special questions: For example: Were you listening to the radio all the time? Was he carrying your bags all the way home? What were you doing last night? Now lets look at when to use the past continuous tense. To describe an action that was occurring at a certain time in the past. For example: She was driving to
work at 8:00 a.m. The elevator wasnt working after 5:00 p.m. When one action interrupted another (ongoing action). Usually, the interrupting action is expressed by the past simple. We were talking when she came in. Mark was washing the dishes when Ellen called. When two actions in the past occurred at the same time. Often the word while is used
to connect the actions. He was watching TV while his wife was cooking dinner. Mary was standing still while Jim was jumping on one leg. In informal speech, the word when is often used instead of while. Chris was reading the magazine when I was watching TV. Finally, notice marking words that identify the verb tense as past continuous: at that
moment, all day long, during summer, while, when, all the time, the whole morning, at 6:00 oclock yesterday and others. Also, remember that there are verbs that are not used in the continuous form. You can see such verbs here. Thats all for today. In order to practice the past continuous verb form, write 15 sentences about what you did, for example
all day (yesterday), all last summer, or all last Saturday. Until we meet again! Related articles Forming and using the present continuous tense Present tense in English Guidelines for using the present tense how to form it and when to use
itEnglish past tenseForming and using the future simple tense in English, but the past simple tense is the one most students start with. The past simple tense is the one most students start with and it. This article will look in detail at how
the past simple tense works, when you should use it, and some common past tense verbs that you can use in sentences. Keep reading to learn more or takeonline English grammar classes on Preply. You can describe the past in English in four different tenses. They are:Past simple (also called preterite)Past continuousPast perfectPast perfect
continuous The past simple tense is used to talk about things that both started and ended in the past. It is one of the most commonly used tenses in English as it indicates something that has already happened. To talk about events that happened in the past I was a happy
teenager. To talk about repeated actions in the past I visited my grandma every winter for ten years. Pro tip Past simple is only used when the action or event in the past but is continuing into the future that is a different tense (present perfect). Regular verbs always follow the same rules and so once you
have understood how this rule works, you can apply this to all regular verbs. The rule for simple past tense is very easy to remember. You just need to add -ed to the base form or infinitive verb, (or -d if the root form already ends in an e). The infinitive or base form of the verb appears in the dictionary, for example, walk. [verb] + [ed] =
regular past tense verbFor example: To walk walk + ed = walkedI walked into townTo paint paint + ed = paintedI painted a pictureTo love love + d = lovedI loved my ex-wifeAdditionally, verbs in the simple past do not change depending on the subject, they always stay the same. For example: I smile, she smiled, he smiled, we smiled, we smiled, they
smiled. If you want to put this theory into practice, try this free online exercise sheet. Of course, there are some exceptions to the English grammar rules around simple past. Irregular verbs, like to be for example, dont follow a pattern or rule like regular verbs, like to be for example, dont follow a pattern or rule like regular verbs, like to be for example, dont follow a pattern or rule like regular verbs and so just have to be memorized. That might seem like a big task, but to learn English you
only need to focus on the most important ones. Here are fifty of the most common irregular verbPast simple verbTo bewas (I/he/she) were (you/we/they)To gowentTo dodidTo havehadTo getgotTo eatateTo fallfellTo feelfeltTo dreamdreamtTo speakspokeTo givegaveTo taketookTo findfoundTo drawdrewCancouldTo
drinkdrankTo choosechoseTo buyboughtTo growgrewTo hearheardTo knowknewTo makemadeTo paypaidTo readread (in the past tense, this word is pronounced red)To letletTo meetmetTo loselostTo saysaidTo sellsoldTo runranTo shutshutTo sleepsleptTo smellsmeltTo singsangTo telltoldTo understandunderstoodTo writewroteTo teachtaughtTo
swimswamTo winwonTo thinkthoughtTo sitsatTo sendsentTo seesawTo keepkeptTo leaveleftTo drivedroveTo cutcutTo costcostTo flyflewIrregular verbs are used in sentences in the same way as regular ones. For example:I flew to Spain in an airplane last weekYou paid for our lunch yesterdayHe won a prize for his poetry a few years agoWe sold our
house recentlyThe doctor sent me home at midday. You can use past simple with time expressions that refer to a point of time in the past, for example, earlier today, yesterday, last week, last month or last Tuesday. I married Steve last yearYou can also use phrases that refer to an indefinite period of time in the past, often marked by the word ago. For
example, a long time ago, a month ago, several years ago. The old lady died fifty year
way. Most of the time, the ed is pronounced like a soft d. Sometimes, the ending of the word is pronounced like an id to rhyme with lid. Painted Corrected Erected Other times, the ed sounds more like the soft t sound, like at the end of paint. Pronunciation will become easier the more you practice speaking and listening to English. Watching TV in
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English with subtitles is a great way to practice listening and you can hear how native speakers pronounce words. To make negative sentences in the past tense. Did not is the past tense of do not. [Subject] + [did not / didnt] + [present tense verb form] He did not come home for Christmas I did not walk to work yesterday We did not play football last Tuesday If you want to practice making negative statements, check out this online exercise. There are only a few exceptions when forming negative statements in the simple past, but they are important. The first is the verb to be. In the past tense,

What happened to tesco value range. Tesco failed in us. What happened to tesco in 2014. Does tesco value still exist. What happened to tesco everyday value. What happened to tesco in 2019. Tesco value.

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