

DECEMBER OPEN WORKSHOP

5 Common Business English Mistakes and How to Fix Them!



JAPANESE ENGLISH

Think carefully before using a word that is similar in Japanese and English (Imagination/イメージ or Theme/テーマ). These words will likely confuse non-Japanese speakers. Examples include:

- アンケート
- ノルマ
- テーマ

Can you think of any more? See next page on how to solve these issues!



COUNTABLE VS. UNCOUNTABLE NOUNS

Did you join our OPEN Workshop in October? If so, you're already the expert! Familiarize yourself with the difference between countable and uncountable words such as:

- Information/Money/Time/Staff (uncountable)
- Resources, People, Machines (Countable)

Doing so will make your English sound more natural!



CAN YOU? VS. DO YOU?

In general, "can you" is used to talk about ability (Can you play the piano?), but for some cultural questions, it sounds like a challenge to native speakers (Can you eat sushi? or Can you use chopsticks?). Instead, use "Do you..." to ask about cultural ability. For example:

- Do you speak Japanese?
- Do you eat raw fish?

DON'T USE TAKE TOO MUCH!

取る is a great verb in Japanese. In English, though, it's not used as much. A few common mistakes are:

- Take an appointment
- Take dinner
- Take a reservation

Find out on the next page how to fix these errors!

ALMOST!

When you want to talk about nearly all things or people in a certain group (or the world) you can use **almost all** plus a plural noun.

- **Almost all** people like pizza.

When you want to talk about nearly all things or people in a **certain** group, you can use **almost all of** plus a plural noun.

- **Almost all of** my friends like to eat pizza.



WORKSHOP TASK

Look at the errors on the next page and, as a group, decide how you'd fix these errors. Your trainer will give you feedback after!

FIX THESE ERRORS!

HOW WOULD YOU FIX THESE ERRORS?

- 1) Bill, can you use chopsticks?
- 2) Almost Japanese people like ramen.
- 3) There's many informations we need to share before the next meeting.
- 4) Lucy, do you come to the party next week?
- 5) I think we should create an *ankeito* to get feedback.
- 6) I took an appointment on your schedule for next Monday.
- 7) Don't almost all of UK people drink tea?
- 8) We'll need many more money in the budget next year.
- 9) Our *noruma* is larger than last week so we need to work hard to meet it.
- 10) I'm going to take lunch in my office now.
- 11) We shouldn't *cunning*; honesty is the most important.
- 12) I took a meeting room for our discussion tomorrow.
- 13) There wasn't many times so we couldn't finish.
- 14) In my *image*, we need to expand operations in the next quarter.