

English Business Administration Vocabulary: 20 Words to Take You to the Top

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20 Top Business Administration Vocabulary Words for English Learners

(1) Facilitate

To facilitate means to make things easier and help them run more smoothly. A **facilitator** is the person whose job is to facilitate.

Sample sentence: “The course **facilitator** is there to provide guidance and encouragement for the group to find out the answers for themselves.”

(2) Coordinate

The verb **to coordinate** means to arrange for two or more parties (people or groups) to work together. The person who **coordinates** tasks or activities is known as a **coordinator**.

Sample sentence: “We need someone to **coordinate** the conference call with our business partners in Europe and Asia.”

(3) Prioritize

To prioritize means to deal with things in their order of importance or urgency. Things that are more important are given a higher **priority** so they get done before the less important things.

Sample sentence: “I have eight emails waiting in my inbox. Let me **prioritize** which ones I should answer first.”

(4) Schedule

The verb **to schedule** means to plan for an event (such as meetings, conference calls and deliveries) to take place at a certain time and place.

Sample sentence: “Peter’s stuck in a traffic jam. We may run into **scheduling** problems if we can’t confirm what time he’ll be at the office for the meeting.”

(5) Process

The verb **to process** means to put something through a series of actions to achieve a certain result. The noun **processing** describes the series of actions and steps needed to produce a certain result.

Sample sentence: “You may submit your business loan application today. **Processing** usually takes up to two to three weeks.”

(6) Motivate

The verb **to motivate** means to provide a good reason for doing something, or to encourage someone to work harder.

Sample sentence: “George doesn’t seem to be putting in much effort lately. It’s time his sales manager steps in and **motivates** him to meet his quota.”

(7) Collaborate

The verb **to collaborate** means to work together with another person or group to achieve a common goal.

Sample sentence: “Higher management wants us to **collaborate** with our partners in Britain to develop a better product.”

(8) Supervise

The verb **to supervise** means to direct and be in charge of someone or something. The adjective **supervisory** is used to describe the quality of someone who’s in charge.

Sample sentence: “The contractor will be in later to **supervise** the office remodeling.”

(9) Document

You might already know that the noun **document** refers to a paper or computer file. The noun **documentation** refers to the creation of records or files.

Sample sentence: “I think you should read the **document** carefully before signing it.”

(10) Budget

The verb **to budget** means to make a plan for the amount of money to spend on something. The word **budget** can also be used as a noun to mean the amount of money that’s made available for spending.

Sample sentence: “If you’re organizing a year-end office party, you’ll have to work out a **budget** for it.”

(11) Negotiate

The verb **to negotiate** means to formally discuss something and come to an agreement. The noun **negotiation** refers to the formal discussion to arrive at a decision that all parties agree to.

Sample sentence: “After a week of **negotiation**, we still can’t agree on the terms of the contract.”

(12) Implement

The verb **to implement** means to effectively start using or enforcing an action or plan. You might **implement** a set of measures or rules, for instance.

Sample sentence: “We’re now ready to **implement** security measures that we hope will make this office building a safer place for our employees.”

(13) Communicate

You’ve probably heard of the verb **to communicate**, which means to pass on information to someone. The noun **communication** refers to the act of expressing or exchanging information.

Sample sentence: “Due to the lack of **communication**, we don’t have all the facts we need.”

(14) Recruit

The verb **to recruit** means to find suitable people to work for your company.

Sample sentence: “After securing this deal, we had to **recruit** more managers to head the projects.”

(15) Authorize

The verb **to authorize** means to give approval or permission to someone to do something. **Authorization**, or the act of giving approval, is commonly given in the form of a signature.

Sample sentence: “I’ll have to get my supervisor to **authorize** this check before I send it to you.”

(16) Merchandise

The noun **merchandise** simply refers to the products or goods that are bought and sold by your company.

Sample sentence: “This year, there has been an increase in our imports of foreign **merchandise**.”

(17) Inventory

The noun **inventory** refers to the items or products you have in stock.

Sample sentence: “The year end is the time when we check our stock and update our **inventory** lists.”

(18) Turnover

The noun **turnover** is pretty interesting. It may refer to the amount of money your company receives in sales, or the rate at which your company’s merchandise is sold and replaced by new stock. It could also mean the rate at which staff leave your company and are then replaced by new people.

Sample sentence: “Our total sales **turnover** this year is higher than the past two years combined. You can all expect a bonus at the end of the year.”

(19) Distribution

The noun **distribution** refers to the delivery of products or merchandise to your store or business.

Sample sentence: “The new manager takes care of the **distribution** of our sports and fitness products to other countries.”

(20) Profitability

The noun **profitability** refers to the profit or amount of money gained from your sales or business.

Sample sentence: “Management would like you to conduct a study of the **profitability** of expanding our market overseas.”