**Key Business English Vocabulary Words and Phrases:**

**Negotiation Terms**

* *Win-win*: A mutually beneficial outcome for all parties involved in a negotiation.
* *Bargaining power*: The ability to influence or control the terms and conditions of a negotiation.
* *Compromise*: Reaching an agreement by making concessions from both sides.

**Presentation Phrases**

* *Outline*: A structured plan or summary of the main points to be covered in a presentation.
* *Key points*: The most important or relevant information to be highlighted during a presentation.
* *Visuals*: Graphs, charts, or images used to support and enhance the understanding of the presentation.

**Job Interview Vocabulary**

* *Qualifications*: The skills, knowledge, and experience required for a particular job.
* *Skills*: The specific abilities and expertise a candidate possesses that are relevant to the job.
* *References*: People who can provide information about a candidate's character, skills, and work history.

**Email Communication**

* *Attachment*: A file sent along with an email message.
* *Forward*: Sending an email to another recipient after receiving it.
* *Reply*: Responding to an email message that was received.

**Business Idioms**

* *Think outside the box*: To think creatively and approach a problem or situation from a different perspective.
* *Cut corners*: To do something in a way that saves time, effort, or money but may compromise quality or safety.
* *In the red:* Describes a situation where a business is operating at a financial loss.