

ANTiPOLiS

Unternehmensspezifisches Fremdsprachentraining



The Antipolis Business English Handbook

Speak the Language of Global Success: English!



The Antipolis Business English Handbook



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Dear Reader,

It is with great pleasure that I welcome you to our Business English handbook! I'm excited to have you here, and as the Managing Director of Antipolis GmbH, I'd like to extend a warm greeting to each of you.

There's an old Chinese proverb: 'Every journey starts with the first step!' Well, consider this your first step towards mastering Business English. The role of English in globalisation cannot be overstated: Proficiency in the language is and will continue to be a critical element of international market expansion and individual professional opportunities.

Inside this handbook, you'll find a wealth of useful Business English resources, from key vocabulary and grammar tips to practical communication strategies and cultural insights. Our goal at Antipolis is to equip course participants like you with the skills and confidence to thrive in any business setting (and we've been doing so since 1997).

If you prefer digital learning, we've got you covered too. Head over to our website www.antipolis.de for a variety of engaging self-study resources, including content developed with the help of Artificial Intelligence. Go to [Antipolis Digital® Selbstlernen](#) or [Antipolis Digital® Self-Learning](#) on the navigation bar to access this content.

We've also put together some engaging, company-specific materials for you to use. Just ask your HR department or teacher for the password.

Whatever type of learner you are, just open this book, and it will open the world of Business English for you. You've already taken the first step by choosing to improve your English. Congratulations, and let's get started!

Warm regards,

Anette Terlutter



Anette Terlutter
Managing Director



How to optimise your language learning experience

1) A few general tips

Rely on experts. You wouldn't build your own house or tailor your own suit or dress, would you? Learning a language is one of the most complex things in life, and a good teacher can explain things to you and facilitate the learning process considerably.

Find yourself a spot where nobody and nothing can disturb you. Ideally, it is comfortable, well-lit and familiar to you.

You surely know what type of learner you are. Whenever possible, learn English in a way that is easiest for you.

Expose yourself to as much English as you can: listen to podcasts, watch movies, or read a book in English. There are a lot of interesting books available which have been simplified for non-native readers.

Always remember: learning a new language is fun, and every new word, every new grammar rule that you now master is an achievement.

2) Vocabulary

Only you can decide which words you want to learn, not your textbook or your teacher. If there are words which you think you will never use, ignore them.

Practice makes perfect! New words have to be looked at several times before you can remember them. This is absolutely normal and not a reflection of poor memory.

If you just want to know the meaning of a word, any translation service will do. If you want to learn it actively, it is better to look it up in a proper dictionary, be it in a book or in a digital dictionary.

Ideally, you should write down new words, either on cards or in a vocabulary learning app. Pick the app that you like best, which may not be the same as the one your co-learners are using.

Learn the words in their context, e.g. with the preposition. Or, even better, write down an entire sentence.

Revise the words after a day if you can, or at least relatively regularly.

Ignore words that you just find too difficult to remember, unless they are absolutely necessary for you. It is much more efficient to concentrate on words which you can remember.

Try to integrate learning vocabulary into your daily life. Why not revise a few words during the lunch break or when you are waiting at the doctor's?

3) Grammar

Grammar is the backbone of any language. The more you master it, the more you can build on it.

Learning grammar can also be a lot of fun and what a feeling it is when you do an exercise and get everything right!

This is why you should preferably do exercises and not just write down individual sentences. You can compare the answers to the sentences above or below and thus get an 'overall' picture. Doing them in a real book is the best way to practise.

Why not write down grammar (rules) just like vocabulary? Irregular word forms or rules like **he, she, it** – **das 's' muss mit.** and hey presto, you've learned a new rule!

4) The most important rule of all

Spend some time learning English regularly. It is more effective to look at it 10-15 minutes every other day than an hour per week.

**Now make yourself a
cup of tea or coffee
and get to it.**

**You will enjoy every
minute!**





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Common errors



Common mistakes Germans make when speaking English

1. haben ≠ have

How would you translate the following 2 sentences?

- a) *Ich habe gestern gegessen.*
- b) *Ich habe schon gegessen.*

If you translated it as:

- a) I have eaten yesterday.
- b) I have already eaten.

then you only have one correct answer.

The first one should read: I ate yesterday.

If the action happened quite clearly in the past and has no connection to the present, then we use the past tense and not present perfect, i.e. not *'has/have'*.

2. seit ≠ since

How would you translate the following?

- a) *Ich lerne seit einem Jahr Englisch.*
- b) *Ich tanze seit Februar.*

Hopefully, you realised that there's something funny and didn't translate both using *since*, but rather:

- a) I've been learning English for one year.
- b) I've been dancing since February.

In English, we use *since* only when we speak about a *point in time* (since 8 o'clock, Monday, yesterday, etc.)

For is used for a *period of time* (for one week, 3 months, a long time).

3. machen ≠ make

How would you translate the following?

- a) *Wir machen Urlaub.*
- b) *Wir machen Ordnung.*
- c) *Wir machen ein Spiel.*

The right answers are:

- a) We are on holiday / We are going on holiday.
- b) We are tidying up.
- c) We are playing a game.

With none of these do we use *make*. *Make* is used when we talk about *producing something*, e.g. Miele makes washing machines. Antipolis regularly *makes* AI-powered interactive self-learning exercises for you.

Remember - Auf Englisch **machen** wir nicht viel, wir **tun** es lieber.

4. Wir sehen uns nächste Woche

Remember

Wir sehen uns nächste Woche. ≠ We see us next week.

Very often at the end of a class, even good students say 'We see us next week'. Unlike the German 'Wir sehen uns nächste Woche.' this is not reflexive in English. So, next time say, 'I will **see you next week.**' or just 'See you next week.'

5. aktuell ≠ actual

Remember

actually	= eigentlich
current	= aktuell, gegenwärtig
actual	= tatsächlich

Eigentlich spiegelt der *aktuelle* Projektzeitplan nicht den *tatsächlichen* Fortschritt unseres Teams wider.

Actually, the **current** project timeline doesn't reflect the **actual** progress made by our team.

These kinds of words are known as **false friends**. False friends are words that are spelled or pronounced the same or similarly in English and German. However, the meaning is different in both languages, which can lead to confusion. You will find some more on the next page.

False friends

German = English

bekommen = to get

Chef = boss, supervisor

Fabrik = factory

Handy = mobile, cellphone

Hausaufgabe = homework

Mappe = a folder

Meinung = opinion

Oldtimer = (old-timer) an old person

Rente = pension

sensibel = sensitive

prüfen = check

der See = lake

False friend

to become = *werden*

chef = *Chefkoch*, *Küchenchef*

fabric = *Stoff*

handy = *praktisch*

housework = *Hausarbeit*

map = *Landkarte*, *Stadtplan*

meaning = *Bedeutung*

vintage/antique car = *Oldtimer*

rent = *Miete*

sensible = *vernünftig*

prove = *beweisen*

sea = *Meer*

