



# Mastering Communication in The Global Business World: 25 Commonly Misused Words and Phrases

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**Soul to Sole Leadership**

# 25 Commonly Misused Words and Phrases in Business Communication

The English language can be a minefield in a professional setting. From confusing word pairs to cultural nuances, it's easy to stumble if you're not careful. This guide will equip you with the tools to communicate, concisely, and effectively in a business context.

What you'll learn:

- ✔ Navigating Confusing Words: Understand the differences between commonly misused terms like "affect" vs. "effect" and "imply" vs. "infer."
- ✔ Avoiding Overused Jargon: Speak in plain language and avoid industry-specific terms that might confuse your audience.
- ✔ Communicating Culturally Sensitive: Learn how to adapt your communication style to different cultural backgrounds and avoid misunderstandings.

By mastering these skills, you'll project a professional image, build stronger relationships, and achieve your career or business goals.

Incorrect	Correct	Explanation
At Nauseam	<b>Ad Nauseam</b> ✔	If you want to say that something is done to a sickening or tiresome degree, you need to replace that "t" with a "d," so it reads "Ad Nauseam." 'At' may make more sense to English speakers, but ad nauseam is a Latin phrase meaning "to nausea."
Baited breath	<b>Bated breath</b> ✔	Unless you have been eating bait intended to lure an animal, "bated breath" is the correct spelling. Bated comes from abate and means

		to cease or lessen, so if you ever want to say that one's breathing is subdued by emotion, bated breath is the way to go
I could care less	<b>I couldn't care less</b> ✓	Dictionaries use the same definitions for both the colloquial and grammatically correct versions. "I couldn't care less." The phrase 'I could care less' refers to a complete lack of interest, so to say one "could" care less is technically inaccurate because it means there is the possibility for some interest
Irregardless	<b>Regardless</b> ✓	Many will correct those who use it by saying it isn't a word. It is a word, it's just one that exists mostly in spoken speech and has not gained broad acceptance. Regardless, unless used for humorous purposes or because you want to try to promote acceptance for irregardless, it's grammatically correct to say "regardless" instead
Shoe-in	<b>Shoo-in</b> ✓	It's not uncommon to see someone write "shoe-in" when trying to say something is certain, but the actual word is spelled "shoo-in." Shoo-in appears to have originated as horse racing slang that meant a race was fixed. It is derived from "shoo" because that word means to drive

		or move something, especially an animal, in a desired direction
Nip it in the butt	<b>Nip it in the 'bud'</b> ✓	This phrase should imply you cut a new bud from a plant or cut off someone's butt
Peaked my interest	<b>Pique my interest</b> ✓	When spelled correctly, the phrase means to arouse or excite interest in something or someone. Therefore, it doesn't make sense to say "peeked," which means to look. The actual word that refers to arousal or excitement is "pique," so the phrase should be written as "piqued my interest."
Wet your appetite	<b>Whet your appetite</b> ✓	The proper way to write this common expression is "whet your appetite." Whet means to sharpen or stimulate a particular desire, like the desire to eat. Wet just means to be soaked in liquid
One 'in' the same	<b>One 'and' the same</b> ✓	One 'and' the same means that two things are alike
'Deep-seeded'	<b>'Deep-seated'</b> ✓	This phrase means something is firmly fixed in place, not that it is planted deeply, as the latter implies

Case 'and' point	<b>Case 'in 'point'</b> ✓	Case in point means here's an example of the point I am trying to make. Plural 'cases in point'
You've got another 'thing' coming	<b>You've got another 'think' coming</b> ✓	The original phrase was "if that's what you think, you've got another think coming". President Obama
Should 'of'	<b>Should 'have'</b> ✓	Pair a verb with another verb. Someone may think of "what"
'Wreck' havoc	<b>'Wreak 'havoc'</b> ✓	To 'wreck havoc' means to destroy. When you wreak havoc you are doing the opposite, you speaking chaos, anarchy, and destruction in every fun way
Please precede	<b>Please proceed</b> ✓	Please proceed means to move forward, while precede means to come before
For All Intensive Purposes	<b>For all Intent and Purposes</b> ✓	People use this phrase all the time to say "Virtually" or "for all practical purposes". It's actually "for all intents and purposes"- you can blame faulty hearing for the confusion
Supposably	<b>Supposedly</b> ✓	Supposably is not a word found in any dictionary
Neither are	<b>Neither is</b> ✓	<b>Neither is</b> most often used to <b>mean</b> "not one or the other of two people or things" or "not one and not the other of two people or things."

Most Unique	<b>Unique</b> ✓	Something is unique or not unique.
Seperate	<b>Separate</b> ✓	Separate is incorrect, a phonetic spelling
Definately	<b>Definitely</b> ✓	Definately is incorrect, a phonetic spelling
Arguement	<b>Argument</b> ✓	'Arguement' is incorrectly spelled, it's not two words put together
Accomodate	<b>Accommodate</b> ✓	It is easy to forget to miss the second 'c' or 'm' in spelling 'accommodate'
Farther	<b>Further</b> ✓	When you're referring to a literal physical distance, as in someplace that is far away, use farther'. Its counterpart, 'further', is considered metaphorical or figurative
Alot	<b>A lot</b> ✓	There is no such word as 'alot'. It's written as two words

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Identify three words or phrases that you struggle with and commit to improving.

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