

5 Quick Wins for Executive English

Simple Changes You Can Make Today for Immediate Impact

These 5 quick wins will make you sound more executive immediately. No complex grammar—just simple changes that create big impact in your next meeting.

The 5 Quick Wins

01

Replace 'I think' with 'I recommend'

'I think' sounds tentative. 'I recommend' sounds decisive. This one-word swap instantly elevates your authority.

■ ACTION / THE FIX

In your next meeting, replace every 'I think' with 'I recommend' or 'My recommendation is...'

■ AVOID / INCORRECTO

I think we should prioritize the API integration.

■ BETTER / CORRECTO

I recommend we prioritize the API integration.

■ WHY / POR QUÉ

'Recommend' signals you've analyzed the situation and reached a conclusion. 'Think' signals you're still uncertain.

02

Start answers with 'Yes' or 'No' before explaining

Executives give the bottom line first, then explain. Junior professionals explain first, then maybe get to the answer.

■ ACTION / THE FIX

Practice answering yes/no questions with 'Yes' or 'No' as the first word, then a 2-sentence explanation.

■ AVOID / INCORRECTO

Well, there are several factors to consider, and the timeline depends on resources, so it's complicated, but probably yes.

■ BETTER / CORRECTO

Yes. Here's why: [brief explanation].

■ WHY / POR QUÉ

Leading with the answer signals confidence and respects the listener's time.

03

Use 'Here's what I need from you' instead of asking

Executives state needs clearly. Tentative language ('Could you maybe...?') undermines your authority.

■ ACTION / THE FIX

Next time you need something, state it directly: 'I need X by Y. Can you do that?'

■ AVOID / INCORRECTO

So, um, if it's not too much trouble, could you maybe send me the report when you get a chance?

■ BETTER / CORRECTO

I need the report by Friday at 3pm. Can you make that work?

■ WHY / POR QUÉ

Clear requests get clear responses. Tentative requests get delayed or ignored.

04

Replace 'just' with nothing

'Just' minimizes your contributions. Delete it and your statements become stronger.

■ ACTION / THE FIX

Review your last 5 emails and delete every instance of 'just.' Notice how much stronger they sound.

■ AVOID / INCORRECTO

I just wanted to follow up. I'm just checking if you had a chance to review this. Just let me know.

■ BETTER / CORRECTO

I wanted to follow up. Did you have a chance to review this? Let me know.

■ WHY / POR QUÉ

'Just' signals that what you're saying isn't important. Removing it signals confidence.

05

End meetings with 'Here are the next steps' not 'So, yeah...'

How you close a meeting determines whether action happens. Weak closings create confusion. Strong closings create momentum.

■ ACTION / THE FIX

End your next meeting by saying 'Here are the next steps:' and listing 2-3 specific actions with owners and dates.

■ **AVOID / INCORRECTO**

So, yeah, I guess we should probably touch base next week or something.

■ **BETTER / CORRECTO**

Here are the next steps: I'll send the proposal by Thursday. You'll review with your team by Monday. We'll reconvene Tuesday at 2pm to finalize. Sound good?

■ **WHY / POR QUÉ**

Specific next steps with owners and deadlines create accountability. Vague closings create inaction.

5 Victorias Rápidas para Inglés Ejecutivo

Cambios Simples Que Puedes Hacer Hoy para Impacto Inmediato

Estas 5 victorias rápidas te harán sonar más ejecutivo inmediatamente. Sin gramática compleja—solo cambios simples que crean gran impacto en tu próxima reunión.

Las 5 Victorias Rápidas

01

Reemplaza 'I think' con 'I recommend'

'I think' suena tentativo. 'I recommend' suena decisivo. Este cambio de una palabra eleva instantáneamente tu autoridad.

■ ACTION / THE FIX

En tu próxima reunión, reemplaza cada 'I think' con 'I recommend' o 'My recommendation is...'

■ AVOID / INCORRECTO

I think we should prioritize the API integration.

■ BETTER / CORRECTO

I recommend we prioritize the API integration.

■ WHY / POR QUÉ

'Recommend' señala que has analizado la situación y llegado a una conclusión. 'Think' señala que aún estás inseguro.

02

Comienza respuestas con 'Yes' o 'No' antes de explicar

Los ejecutivos dan la conclusión primero, luego explican. Los profesionales junior explican primero, luego tal vez llegan a la respuesta.

■ ACTION / THE FIX

Practica responder preguntas sí/no con 'Yes' o 'No' como primera palabra, luego una explicación de 2 oraciones.

■ AVOID / INCORRECTO

Well, there are several factors to consider, and the timeline depends on resources, so it's complicated, but probably yes.

■ BETTER / CORRECTO

Yes. Here's why: [brief explanation].

■ WHY / POR QUÉ

Liderar con la respuesta señala confianza y respeta el tiempo del oyente.

03

Usa 'Here's what I need from you' en lugar de preguntar

Los ejecutivos declaran necesidades claramente. El lenguaje tentativo ('Could you maybe...?') socava tu autoridad.

■ ACTION / THE FIX

La próxima vez que necesites algo, decláralo directamente: 'I need X by Y. Can you do that?'

■ AVOID / INCORRECTO

So, um, if it's not too much trouble, could you maybe send me the report when you get a chance?

■ BETTER / CORRECTO

I need the report by Friday at 3pm. Can you make that work?

■ WHY / POR QUÉ

Las solicitudes claras obtienen respuestas claras. Las solicitudes tentativas se retrasan o ignoran.

04

Reemplaza 'just' con nada

'Just' minimiza tus contribuciones. Elimínalo y tus declaraciones se vuelven más fuertes.

■ ACTION / THE FIX

Revisa tus últimos 5 emails y elimina cada instancia de 'just.' Nota cuánto más fuertes suenan.

■ AVOID / INCORRECTO

I just wanted to follow up. I'm just checking if you had a chance to review this. Just let me know.

■ BETTER / CORRECTO

I wanted to follow up. Did you have a chance to review this? Let me know.

■ WHY / POR QUÉ

'Just' señala que lo que dices no es importante. Eliminarlo señala confianza.

05

Termina reuniones con 'Here are the next steps' no 'So, yeah...'

Cómo cierras una reunión determina si ocurre acción. Los cierres débiles crean confusión. Los cierres fuertes crean momentum.

■ ACTION / THE FIX

Termina tu próxima reunión diciendo 'Here are the next steps:' y listando 2-3 acciones específicas con responsables y fechas.

■ **AVOID / INCORRECTO**

So, yeah, I guess we should probably touch base next week or something.

■ **BETTER / CORRECTO**

Here are the next steps: I'll send the proposal by Thursday. You'll review with your team by Monday. We'll reconvene Tuesday at 2pm to finalize. Sound good?

■ **WHY / POR QUÉ**

Los próximos pasos específicos con responsables y fechas crean responsabilidad. Los cierres vagos crean inacción.