

Simple Solution To Mastering Business English Before Proficient English For Bispro Students

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Abstract

Currently English is an international language and we are required to be able to use English well, especially in the business field. Business English is a form of English that needs to be honed and deepened. This is because business English is indispensable in careers and the world of work. This study aims to find out what solutions or factors can take steps in mastering business English before being fluent in English for BISPRO students (English for Business Communication and Professionals). This research is descriptive research with a qualitative approach. Data is obtained through the internet and websites that provide the required information. Techniques for data collection using documentation techniques. Namely by collecting data. The results of this study show some solution to mastering business English before becoming proficient in English for BISPRO students which includes (7) solutions, namely: 1) Determining the purpose of learning business English 2) Finding the motivation to learn business English 3) Making ourselves like and love English 4) Understanding the basics in English 5) Enriching vocabulary, especially English vocabulary 6) Practice speaking in front of a mirror 7) Reviewing business English before bed and after waking up. From the results of the study, it is recommended for friends who want to master business English, especially BISPRO study students, to apply the solutions given above to be able to master and enjoy the English language lecture process, especially in the business field.

Keywords: *Business English, Can Speak Business English Simply, and Improve English Language Skills.*

I. Introduction

Mastering foreign languages is a must in this modern era. This is because language is the most important tool for smooth communication. For example, in the world of work, one of the requirements that must be met includes mastering a foreign language and studying and understanding foreign language books because there are so many products from abroad that use foreign languages, especially since the global market exists. So this indirectly requires us to be able to speak foreign languages to keep up with the development of an increasingly advanced era. So we can conclude that learning, mastering, and understanding foreign languages is very, very important in today's modern era to survive by following the times.

Several foreign languages have become international languages. According to Sartono (2020), international languages have several indicators, namely: (1) a long history of use in written variety, (2) its status as a national language or official language in several countries, and (3) its use as a means of business, education, science, and diplomacy. and English meets all the indicators of the International language compared to other languages.

In addition, according to EF English Centers 2021 in their article postings, there are 4 reasons why English has become an international language, namely: 1) The influence of

the British empire, 2) the industrial revolution in England, 3) the influence of America after the world war was over, and 4) technological developments. and the economy in the United States.

The above indirectly explains how important English is for us to master, especially in today's modern era. It is undeniable that English is very necessary for our survival, which must keep up with the times, especially in the world of work. That's why this research was made. In addition to realizing how important it is to master English, especially in the business world, this research is also a solution for fellow students who want to study business English but are not proficient in English.

According to Ismyuli T.R.K.W. on the Finansialku website, he said that there are several reasons why it is important to learn English in the world of work, namely:

- Wide open career opportunities
- Ease of accessing information
- Expanding the business reach
- Compete with other professionals
- Widening knowledge
- Easy negotiation
- Increase self-confidence
- Become smarter
- English as a scientific language
- Easy to follow economic developments

Meanwhile, according to Kafe Kolong 2020, explaining that "The better the quality of English, of course, the greater the opportunity to get a job in a good company. This does not only apply on a national scale but also internationally." This explains how important it is to master English as a provision to facilitate life in the business world.

According to Aep Saeefullah in his English, Today post, the extraordinary benefits of mastering business English include:

- Business English will help you to have better communication skills with your colleagues
- Business English skills will boost your confidence
- Proficiency in business English will open doors of endless opportunities

This business English will be our provision when we enter the world of work. Having the ability to speak English can open up many opportunities and opportunities in the future. If you are professional in speaking English, especially in the business sphere, there will be many companies who see you as having more value. Then there will be more opportunities and opportunities that come.

As said by Business and Career (2022) in its upload on Wall Street English, "When you want to establish a partnership, communication is the main factor that becomes a factor in the success of collaboration or when you want to open a business opportunity. Moreover, if you are fluent in English, you can communicate with business potentials abroad and domestically."

According to Tantri Setyorini (2014) on the merdeka.com website, "a simpler but effective way to improve English language skills that can be taken are 1) reading, 2) observing, 3) writing, 4) speaking practice, 5) using games and playing games. social media and 6) take notes."

Meanwhile, according to Bethary Taya (2017) on the merdeka.com website, there are several quick ways to learn English by yourself or self-taught including:

- Learn basic English words first
- Often listen to English songs and then write the lyrics
- Often watch English films without Indonesian subtitles
- Often read English literature
- Diligently read the English dictionary
- Learn the meaning of an English word that means you don't understand and then memorize it
- Try writing something in English
- Learn to speak English in front of a mirror
- Make it a habit
- Keep practicing whenever and wherever
- Use the internet for free English Practice
- Make friends with people who are good at English and try to talk to each other in English
- Make friends via the internet with people outside Indonesia who are fluent in English
- Course

1. LITERATURE REVIEW

This research is a study that discusses simple solutions to be able to speak business English before being proficient in English. Literature reviews that have a relationship with this research are as follows:

In Taya's writings (2017) on the internet on the merdeka.com website explains how to quickly speak English easily that can be learned on your own. He gave 14 points to improve the English skills. Where it is said that in addition to using things that are commonly used to learn English, you can take advantage of the technology that is currently available.

That point explains that before you practice speaking English in front of people, you must increase your confidence by talking to yourself in front of a mirror. It indirectly explains that apart from we have the ability to knowledge, we also have to have confidence and be able to accept that English itself is a part of us.

The next opinion is from Setyorini (2014) on the merdeka.com website which also provides opinions about simple ways to improve English language skills. One of them is by observing. So his opinion explains that apart from reading and writing all things related to English, we can also use our eyes to learn English. For example, by watching or seeing outsiders use English in their daily dialogue.

2. RESEARCH METHOD

This research is descriptive research that uses qualitative research using the documentation method. The documentation research method is a method of collecting qualitative data by viewing and analyzing documents or theories as well as data made by themselves or made by others.

3. RESULT AND DISCUSSION

Based on the results of observations and the results of data collection with the documentation method described above, there are 7 simple solutions to mastering business English before becoming proficient in English. The 7 things are described as follo

1) Determining the Purpose of Learning English Business

Consciously or not, a life that is not based on purpose will feel empty. Everything we do and everything we go through must have a purpose. Someone who has no purpose will feel confused about where to go, where to go, and maybe even confused about what he is living for. It's the same with learning, especially learning business English.

The first thing to do is define a goal. Of course, the right goal and direction. Because if you make goals that are not precise and directed, then you will not get the benefits of the goals you make. The purpose of making these goals is to make it easier for us to make steps and increase enthusiasm in carrying out these steps.

2) Find Motivation to Learn English Business

Motivation is encouragement and reason that forms the basis of a person's enthusiasm to achieve a goal. Motivation can also be interpreted as a spirit that encourages someone to do something.

Learning a language that is not our mother tongue is not an easy thing. Therefore we must have the motivation to learn this Business English. In addition to setting goals, we must have the motivation to achieve these goals. People who have motivation will be more active in carrying out the process compared to people who do not have motivation. They tend to be passive and unmotivated.

There are various kinds of things that can be used as motivation. Motivation can be in the form of words, actions taken by people we idolize, close friends, and even parents can also be motivated to learn business English.

There are several examples of motivational words that can encourage learning to speak business English, including:

- "Others can do it, so can I"
- "If not now when else to start"
- "To see what is in front of one's nose requires a constant struggle, George Orwell
Meaning: to see what is in front of the eyes requires a hard struggle
- "the best preparation for tomorrow is doing your best today" - H Jackson Brown, Jr
Meaning: the best preparation for tomorrow is to do the best today

3) Make yourself like and loves English Business

"The good life is one inspired by love and guided by knowledge" - Bertrand Russell. As Bertrand Russell said above, the good life is inspired by love and guided by knowledge. Similarly, the Indonesian proverb says that "don't know then don't love, don't love then don't love."

The above states how important it is for us to like and love the things we want to pursue and learn. It's the same with business English. If you want to be able to learn and master business English quickly and by enjoying the whole process, then you have to make it something you love. Indirectly this point is a bit similar to the motivation that distinguishes it and comes from within us. How can we understand business English if we love business English itself.

4) Understand The Basics of English

Business English does not mean we don't need to understand and increase our knowledge of basic English. Because the first step to start mastering business English is to master basic English. In business, we also use simple basic English to communicate. Before understanding business English, of course, we must understand the basics first. Because

everything has to start from the ground up. This includes learning business English. 5 basics in English must be understood, including:

a) Grammar

Grammar or grammar is the basis for all writing and speaking in English. Grammar is also a constituent or structure in a sentence.

English grammar sections:

- Part of Speech
 - Adjective
 - Verb (Verb)
 - noun (noun)
- Verb Forms
 - Base Form (first verb)
 - Past simple (second verb)
 - Past participle (third verb)
- To Be
 - Is, Are, Am
 - Was, were
 - Been
- 16 tenses
 - Simple present tense
S+V1
 - Present continuous tense
S + Am/Is/Are + V-ing
 - Present perfect tense
S + Has/Have + V3
 - Present perfect continuous tense
S + Has/Have + Been + V-ing
 - Simple past tense
S+V2
 - Past continuous tense
S + Was/Were + V-ing
 - Past perfect tense
S + Had + V3
 - Past perfect continuous tense
S + Had + Been + V-ing
 - Simple future tense
S + Will + V1
 - Or
S + be (is/are/am) + Going to + V1
 - Future continuous tense
S + Will + Be + V-ing
 - Future perfect tense
S + Will + Have + V3
 - Future perfect continuous tense
S + Will + Have + Been + V-ing
 - Simple past-future tense
S + Would + v1
 - Past future continuous tense
S + Would + Be + V3

- Past future perfect tense

S + Would/Should + V3

- Past future perfect continuous tense

S + Would/should + have + Been + V3

b) Listening

Mastering basic English on this one is not difficult. Enough to hone your hearing to understand conversation in English. Understand what message the other person wants to convey. Or understand what message we will get from what we hear

c) Reading

The next basic English language is reading. Reading or reading is also not difficult to sharpen. Can be mastered by reading a lot of writings in English, especially in the business field.

d) Writing

After mastering listening and reading, the next step is writing. Writing in English can tell how far our English skills are. By knowing the limits of our capabilities we can see weaknesses that can be improved.

e) speaking

The last basic English language is speaking. After mastering the four basics of learning English that has been described above, the next step is to practice them by speaking.

5) Enriching vocabulary, especially vocabulary in Business English

Vocabulary is the most important element in communicating both in business and in communicating in everyday life. If we don't know and master English grammar well but are equipped with English vocabulary, it can make communication happen. For example, you are abroad and you want to buy 2 glasses of milk. If you only know English grammar but are not equipped with vocabulary, then you will not be able to buy the milk. But if you know the vocabulary, then you can buy the milk by just saying "two (2) milk" already making the buyer understand what you mean. The example explains to us how important vocabulary is to communicate in English, especially in the business sphere. There are several examples of business vocabulary that can be added according to Anam (2022) in his post, including:

- Accept = Menerima
- Add = Menambahkan
- Admit = Mengakui
- Advantage = Keuntungan
- Advertise = Mengiklankan
- Advertisement = Iklan
- Advise = Nasihat
- Afford = Mampu
- Approve = Menyetujui
- Authorization = Otorisasi
- Authorize = Mengizinkan
- Avoid = Menghindari
- Bill = Tagihan
- Borrow = Meminjam
- Brand = Merek
- Budget = Anggaran belanja
- Build = Membangun
- Buy = Membeli
- Calculate = Menghitung
- Cancel = Membatalkan

- Change = Perubahan
- Charge = Biaya
- Check = Memeriksa
- Choose = Memilih
- Commission = Komisi
- Comparison = Perbandingan
- Competition = Kompetisi
- Competitor = Saingan
- Confirmation = Konfirmasi
- Consider = Mempertimbangkan
- Convince = Meyakinkan
- Costs = Biaya
- Count = Menghitung
- Creditor = Kreditor
- Customer = Pelanggan
- Deadline = Batas akhir waktu
- Debt = Hutang
- Debtor = Debitur
- Decide = Memutuskan
- Decision = Keputusan
- Decrease = Mengurangi
- Deficit = Defisit
- Deliver = Menyampaikan
- Delivery = Pengiriman
- Department = Departemen
- Description = Deskripsi
- Develop = Mengembangkan
- Difference = Perbedaan
- Discount = Diskon
- Dismiss = Memberhentikan
- Dispatch = Pengiriman
- Distribute = Mendistribusikan
- Divide = Membagi
- Employ = Karyawan
- Employer = Majikan
- Encourage = Mendorong
- Environment = Lingkungan Hidup
- Equipment = Peralatan
- Establish = Mendirikan
- Estimate = Memperkirakan
- Estimate = Memperkirakan
- Exchange = Bertukar
- Extend = Memperpanjang
- Facilities = Fasilitas
- Factory = Pabrik
- Feedback = Umpan balik
- Fix = Memperbaiki
- Fund = Dana
- Goods = Barang

- Growth = Pertumbuhan
- Guarantee = Menjamin
- Improve = Memperbaiki
- Improvement = Perbaikan
- Increase = Meningkatkan
- Industry = Industri
- Inquiry = Penyelidikan
- Instructions = Instruksi
- Inventory = Inventaris
- Invoice = Faktur
- Join = Gabung
- Lengthen = Memperpanjang
- Knowledge = Pengetahuan
- Lend = Meminjamkan
- Limit = Membatasi
- Loss = Kerugian
- Lower = Menurunkan
- Maintain = Mempertahankan
- Manage = Mengelola
- Margin = Batas
- Market = Pasar
- Measure = Mengukur
- Mention = Menyebut
- Message = Pesan
- Mistake = Kesalahan
- Objective = Tujuan
- Obtain = Memperoleh
- Offer = Menawarkan
- Opinion = Pendapat
- Option = Pilihan
- Order = Memesan
- Organize = Mengatur
- Output = Keluaran
- Owe = Berhutang
- Own = Sendiri
- Participate = Berpartisipasi
- Pay = Membayar
- Payment = Pembayaran
- Penalty = Hukuman
- Permission = Izin
- Plan = Rencana
- Possibility = Kemungkinan
- Present = Mempresentasikan
- Prevent = Mencegah
- Produce = Menghasilkan
- Product = Produk
- Production = Produksi
- Profit = Keuntungan
- Purchase = Membeli

- Raise = Menaikkan
- Recruit = Rekrut
- Reduce = Mengurangi
- Refund = Pengembalian dana
- Refuse = Menolak
- Reject = Menolak
- Remind = Mengingat
- Reminder = Peringatan
- Remove = Menghapus
- Repairs = Perbaikan
- Report = Melaporkan
- Resign = Mengundurkan diri
- Respond = Menanggapi
- Responsibility = Tanggung jawab
- Retailer = Pengecer
- Rise = Naik
- Risk = Risiko
- Salary = Gaji
- Sales = Penjualan
- Schedule = Susunan acara
- Sell = Menjual
- Send = Kirim
- Separate = Terpisah
- Share = Berbagi
- Shorten = Mempersingkat
- Signature = Tanda tangan
- Split = Membagi
- Stock = Persediaan
- Suggestion = Saran
- Supply = Menyediakan
- Support = Mendukung
- Transport = Mengangkut

Seven (7) tips that can be done to help increase vocabulary include:

- Watching business English movies

Watching is a fun activity. In addition, watching movies can add new vocabulary spoken by actors and actresses in a film. That's why learning English while watching is so much fun. Several recommended films can be watched including:

- The Founders (2016)
- Up In The Air (2009)
- The Big Short
- Joy (2015)
- The Pursuit of Happiness (2006)
- Jerry Maguire (1996)
- Wall Street (1987)
- Steve Jobs
- The Devil Wears Prada (2006)
- The Wolf of Wall Street
- The Social Network (2010)

- Crocodile in the Yangtze
- Etc
- Read business news and financial news in English
There are several recommendations for online news sites that can be read to increase business English vocabulary including:
 - BBC.Com
 - CNN.Com
 - Nytimes
 - Reuters
 - Foxnews.Com
 - Etc
- Make your own business English vocabulary dictionary
Creating your own business English vocabulary dictionary is useful for helping to remember vocabulary that has been memorized but forgotten
 - Make English vocabulary videos yourself and watch them over and over
 - Writing business English vocabulary that is difficult to memorize or remember repeatedly
 - Take advantage of the English learning application on the play store
 - Duolingo
 - Grammarly
 - Competent
 - Hello talk
 - Etc
- Change the language on the gadget using English

6) Practice speaking in front of the mirror

The next tip is to talk to yourself in the mirror. Even though it sounds crazy, it works pretty well. Learning to speak up also helps build confidence to speak. When already have the vocabulary. Make a conversation and for the first step speak start by talking to yourself in front of the mirror. Speaking in front of this mirror can be a starting and indirect practice of speaking business English.

7) Reviewing business English before bed and after waking up

Based on some research, a good time to remember is before bed and after waking up. If we read or remember something before going to sleep, it will stick in our heads. Likewise, the time after waking up can improve brain memory. The brain will work more optimally so that what is learned is easier to understand.

4. CONCLUSION

Business English is very important to learn, master, and understand. To prepare for competition in the business world, especially international competition. The world of work will give high appreciation to people who have good English skills. The results of this study, it is expected to be able to help students in mastering English, especially in the scope of business.

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