

Essential Business English Nouns

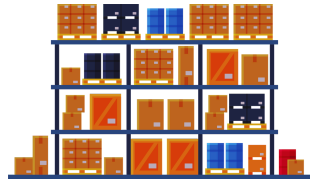
REAL
Business
English



BACKLOG

work or orders that are waiting because they were not finished earlier

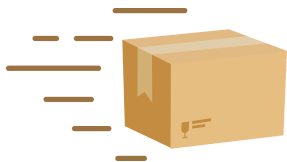
Example: The company is trying to clear its backlog of orders.



INVENTORY

all the goods a company has and keeps in storage (like a warehouse or shop)

Example: The store has a large inventory of winter clothes.



BACKORDER

an order for a product that cannot be filled right away because the item is temporarily out of stock

Example: The phones are on backorder, and delivery will take another two weeks.



OVERHEAD

the regular costs of running a business — like rent, utilities, and salaries — not including production costs

Example: Rent is one of the biggest overhead costs for small companies.



TURNAROUND

the time it takes to finish a job after you receive it and send it back

Example: Our standard turnaround for the reports is three business days.



BOTTLENECK

the inefficient part of a process that slows everything else down

Example: The approval step has become a bottleneck, so projects are delayed.

