



Professional English Quick Reference Guide

Common Indianisms and Their Alternatives

Time & Schedule Related

| Indianism | Professional Alternative | Example Usage |
|--------------------|---|--|
| "Prepone" | "Move earlier", "Advance" | <input type="checkbox"/> "Can we prepone the meeting?" <input checked="" type="checkbox"/> "Can we move the meeting earlier?" |
| "Today itself" | "Today", "Right away" | <input type="checkbox"/> "I will complete it today itself" <input checked="" type="checkbox"/> "I will complete it today" |
| "Yesterday itself" | "Yesterday" | <input type="checkbox"/> "I sent the email yesterday itself" <input checked="" type="checkbox"/> "I sent the email yesterday" |
| "Do the needful" | "Please handle this", "Please take care of this" | <input type="checkbox"/> "Please do the needful" <input checked="" type="checkbox"/> "Please take care of this" |

Email & Written Communication

| Indianism | Professional Alternative | Example Usage |
|----------------------|---------------------------------------|---|
| "Kindly revert" | "Please reply", "Please respond" | <input type="checkbox"/> "Kindly revert at the earliest" <input checked="" type="checkbox"/> "Please respond at your earliest convenience" |
| "Please revert back" | "Please respond", "Please reply" | <input type="checkbox"/> "Please revert back with your thoughts" <input checked="" type="checkbox"/> "Please share your thoughts" |
| "Gentle reminder" | "Friendly reminder", "Quick reminder" | <input type="checkbox"/> "This is a gentle reminder" <input checked="" type="checkbox"/> "This is a friendly reminder" |

| | | |
|----------------|--|--|
| "As discussed" | "As per our discussion", "Following our discussion" | ✗ "As discussed, sending details" ✓ "Following our discussion, I'm sending the details" |
|----------------|--|--|

Meeting & Conversation

| Indianism | Professional Alternative | Example Usage |
|--------------------------------|----------------------------------|---|
| "Good name?" | "What is your name?" | ✗ "May I know your good name?" ✓ "May I know your name?" |
| "Tell me your convenient time" | "What time works best for you?" | ✗ "Tell me your convenient time for meeting" ✓ "What time works best for you for the meeting?" |
| "I am having doubt" | "I have a question" | ✗ "I am having one doubt" ✓ "I have a question" |
| "Small request" | "Quick request", "Brief request" | ✗ "I have one small request" ✓ "I have a quick request" |

Career & Education

| Indianism | Professional Alternative | Example Usage |
|----------------------|-----------------------------|---|
| "Passed out in 2020" | "Graduated in 2020" | ✗ "I passed out from college in 2020" ✓ "I graduated in 2020" |
| "Give exam" | "Take exam", "Sit for exam" | ✗ "I will give IELTS next month" ✓ "I will take the IELTS exam next month" |
| "Basic salary" | "Base salary" | ✗ "What is the basic salary?" ✓ "What is the base salary?" |
| "Out of station" | "Out of town", "Away" | ✗ "I will be out of station next week" ✓ "I will be out of town next week" |

Tips for Improvement:

- Practice with native English speakers or even non native English speakers who understand these things
- Record and review your conversations
- Get real-time feedback from experts
- Join practiceenglish.online's [practice sessions](#)

Want to improve faster?

Book your free practice session at practiceenglish.online

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Limited slots available!

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