

50 Professional English Phrases

Essential vocabulary for the modern workplace

MEETINGS

1. **Let me jump in here.**
Use when you want to add a point mid-discussion.
2. **To build on that point...**
Signals you're adding to what someone just said.
3. **Could you walk us through that?**
Ask someone to explain step by step.
4. **Let's circle back to this later.**
Politely table a topic for now.
5. **I'd like to get your take on this.**
Ask for someone's opinion directly.
6. **Just to clarify...**
Restate something to avoid confusion.
7. **Can we align on next steps?**
Push toward a clear action plan.
8. **That's a fair point.**
Acknowledge a colleague's contribution.
9. **Where do we stand on this?**
Ask for a status update.
10. **Let me play devil's advocate.**
Introduce an opposing view constructively.

EMAILS

11. **I wanted to follow up on...**
Re-open a conversation after a gap.
12. **Please find attached...**
Classic way to direct attention to a file.
13. **I'd appreciate your input on...**
Politely request feedback.
14. **Just looping in [Name] for visibility.**
Add someone to the thread with context.
15. **Apologies for the delayed response.**
Acknowledge slow reply without over-explaining.
16. **Could you confirm receipt?**
Check that your message arrived.
17. **For your reference, ...**
Provide background info without demanding action.
18. **I'll keep this brief.**
Signal a short, focused email.
19. **Looking forward to hearing from you.**
Warm close that invites a reply.
20. **Happy to discuss further.**
Open the door for a call or meeting.

SMALL TALK

21. **What are you working on these days?**
Great opener for catching up with colleagues.
22. **How did the weekend go?**
Casual but genuine conversation starter.
23. **Have you been watching anything good?**
Easy topic for building rapport.
24. **How's the project coming along?**
Shows interest in their work.
25. **Any plans for the holidays?**
Light seasonal conversation starter.
26. **That's interesting. Tell me more.**
Keeps the conversation flowing naturally.
27. **I've been meaning to ask you...**
Transition into a specific topic.
28. **How are you finding the new [tool/office/system]?**
Great for shared experiences.

29. **I heard great things about your presentation.**
Give a sincere compliment.
30. **Did you catch the news about...?**
Open with a shared current event.

PRESENTATIONS

31. **I'd like to draw your attention to...**
Direct focus to a key point or visual.
32. **As you can see from the data...**
Transition into discussing evidence.
33. **Let me give you a quick overview.**
Frame what's coming next.
34. **This brings me to my next point.**
Smooth transition between sections.
35. **To put this in perspective...**
Add context to a number or fact.
36. **The key takeaway here is...**
Highlight the most important insight.
37. **I want to leave you with this thought.**
Strong closing technique.
38. **Does anyone have questions so far?**
Check in with the audience.
39. **Let's look at this from another angle.**
Introduce a fresh perspective.
40. **Here's what the numbers tell us.**
Ground a claim in data.

NEGOTIATION

41. **I see where you're coming from.**
Validate the other side's position.
42. **Let's find a middle ground.**
Signal willingness to compromise.
43. **What would work best for you?**
Invite the other side to state their needs.
44. **I'm open to exploring that.**
Show flexibility without committing.
45. **Here's what I can offer.**
State your position clearly.
46. **Can we revisit that term?**
Re-open a specific point for discussion.
47. **That's not quite what we had in mind.**
Disagree without confrontation.
48. **Let me think that over.**
Buy time before committing.
49. **What if we adjusted the timeline?**
Propose a creative solution.
50. **I think we can make this work.**
Signal optimism toward agreement.