



BUSINESS ENGLISH

Workplace Communication Cheat Sheet

Exact business English phrases for 6 workplace situations

Free learning resource from English Skill Nest. Share it with students, colleagues and anyone preparing for English exams, interviews or professional communication.

Available at englishskillnest.com

The Communication Survival Kit

Workplace communication is different from casual conversation. It is formal enough to be professional, but natural enough to build relationships. This cheat sheet gives you the exact phrases for every situation.

Starting a Meeting

- "Good morning everyone. Let us get started."

- "Thank you all for joining. I would like to cover three items today."
- "Before we begin, does anyone have anything to add to the agenda?"
- "Let us dive right in. First, I would like to discuss..."

Sharing Updates

- "I would like to give you a quick update on [project]."
- "As of this week, we are [on track/ahead/behind] on [milestone]."
- "The key highlight is [achievement]. The main challenge is [issue]."
- "Going forward, our priority is [next step]."

Agreeing and Supporting

- "I completely agree with [Name]'s point."
- "That is an excellent suggestion. I would like to build on that."
- "I see your point. Additionally, we should consider..."
- "You raise a valid concern. Here is how I think we can address it."

Disagreeing Politely

- "I see it differently. Let me explain my perspective."
- "I understand your point, but I have a different view."
- "Respectfully, I think we need to consider [alternative]."
- "That is one approach. Another option could be..."

Giving Updates to Manager

- "I wanted to update you on [task]. It is [status]."
- "I have completed [X]. I am now working on [Y], which is due [date]."
- "I have encountered a challenge with [issue]. Here is my proposed solution."
- "I will have the final report ready by [date/time]."

Handling Difficult Conversations

- "I would like to discuss something that has been on my mind."



- "I have noticed [observation]. Can we talk about how to improve this?"
- "I appreciate your feedback. Here is my perspective on the situation."
- "I understand your frustration. Let us work together to find a solution."

Email Quick-Reference

Situation	Phrase
Asking for help	"I would appreciate your guidance on..."
Declining politely	"I would love to help, but my current workload does not allow..."
Following up	"I wanted to follow up on my previous email regarding..."
Introducing yourself	"I am [Name], the new [Role]. I look forward to working with you."
Sharing good news	"I am pleased to share that [achievement]. Thank you to everyone who contributed."

Practice

Choose 3 situations from this guide. Practice saying the phrases out loud until they feel natural. Use at least one in a real conversation this week.