

Speaking Styles: Vocabulary and

Phrases

1. Informal Phrases

- Hey, got a sec?
- Just checking in.
- Let me know what you think.
- Sounds good to me.
- I'll get back to you soon.
- No worries, I'll handle it.
- Shoot me an email.
- Catch you later.
- Let's touch base.
- Cool, thanks!

2. Polite Phrases

- Would you mind if I...
- When you have a moment, could you...
- I hope I'm not bothering you, but...
- Thank you for your time.
- I'd really appreciate it if...
- Please let me know if that works for you.
- Sorry to trouble you, but...
- If it's not too much to ask...
- Thanks in advance for your help.
- Let me know at your earliest convenience.

3. Direct Phrases

- Please send me the report.
- Let's meet at 10 AM tomorrow.
- This needs to be fixed immediately.
- We'll go with Option B.

- I need a status update.
 - Let me be clear...
 - This isn't acceptable.
 - The deadline is final.
 - Let's stay focused.
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- We need to make a decision now.

4. Normal (Neutral) Phrases

- Can we discuss this further?
- I'll look into it.
- Please find the attached file.
- Let me know your thoughts.
- Thanks for your input.
- I'll follow up soon.
- We'll review this during the meeting.
- I'd like your feedback.
- Let's coordinate on this.
- I'll update you shortly.

5. Professional Phrases

- I hope this message finds you well.
- I am writing to follow up on...
- Please be advised that...
- At your earliest convenience, please...
- I appreciate your attention to this matter.
- Should you require any further information, please let me know.
- This warrants further discussion.
- I recommend proceeding with caution.
- Your cooperation is greatly appreciated.
- Kindly confirm receipt of this message.