



In this lesson, we have **20 sentences** that will make you sound more professional in the workplace. Follow along with the lesson on the Business English Plus YouTube channel.

SHOW APPRECIATION

1. I appreciate your hard work on this project.
2. I can't thank you enough for your help today.
3. I'd really appreciate your input on this matter.
4. I've really valued your help on this project.
5. Thanks so much for getting back to me **promptly**.

USEFUL VOCABULARY

'**Promptly**' means 'quickly'. It's good to have a professional-sounding synonym for 'quickly' such as **promptly, swiftly, or rapidly**.

MAKE SUGGESTIONS

6. I have a suggestion to improve our workflow.
7. I'd like to propose an idea for the new project.
8. We need to **deal with** this supply chain issue as soon as possible.
9. We should explore new markets to expand our reach.
10. Let's establish a timeline for this project.

USEFUL PHRASE

'Deal with' is a phrasal verb meaning to take action in order to achieve something or solve a problem.

ASK QUESTIONS

11. Could we schedule a meeting to discuss this further?
12. What are your thoughts on last quarter's results?
13. Do you have any thoughts on today's meeting?
14. Could you provide me with an update at the end of the week?
15. Shall we **put together** a new service proposal?

USEFUL PHRASAL VERB


'Put together' means to prepare a piece of work by collecting several ideas and suggestions and organizing them.

GIVE FEEDBACK

16. I'd like to address a few points in our report.
17. Your feedback is valuable; don't hesitate to come to me with any thoughts.
18. I want to thank you for all the feedback you provided; it's been instrumental in our success.
19. Let me know if there's anything more I can do to help.
20. Please **keep me in the loop** with any updates.

USEFUL PHRASE

'Keep SMN in the loop' means that you keep someone informed about what is happening.

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Business English Plus

