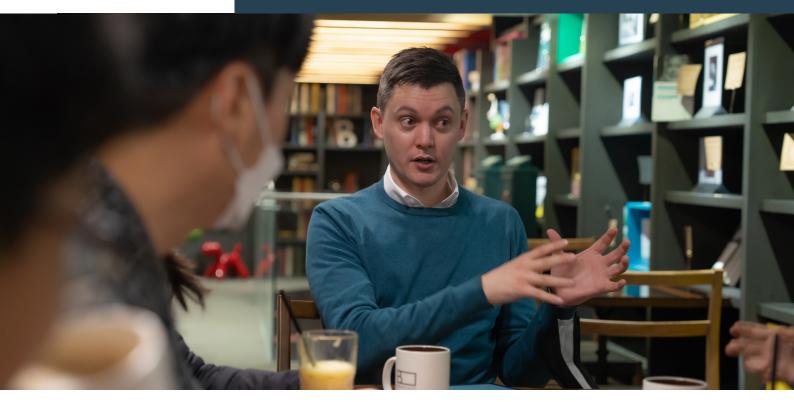
PROFESSIONAL SENTENCES WITH COLLEAGUES



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 <u>SMN</u> in the loop' means that you keep <u>someone</u> informed about what is happening.

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