



NATURALLY ENGLISH

LANGUAGE SKILLS FOR LIFE'S JOURNEYS

Useful Phrase Bank: Your Swiss Army Knife for meetings!

✓ Useful Phrases for Meetings

- *"Let's circle back to that later."*
- *"Can we table this for now?"*
- *"I'd like to add something here."*
- *"What's your take on this?"*
- *"Let's make sure we're aligned."*

✓ Phrases for Presentations

- *"Let me walk you through this slide."*
- *"To put it simply..."*
- *"Here's the key takeaway."*
- *"This brings us to the next point."*
- *"I'm happy to take questions at the end."*

✓ Phrases for Emails

- *"Just following up on..."*
- *"Please find attached..."*
- *"Let me know if you need anything else."*
- *"Thanks in advance for your help."*
- *"Looking forward to your response."*

✓ Phrases for Expressing Opinions

- *“From my perspective...”*
- *“I see it a bit differently.”*
- *“One thing to consider is...”*
- *“That’s a valid point, but...”*
- *“I agree to some extent, however...”*

✓ Phrases for Clarifying or Asking

- *“Could you clarify what you mean by...?”*
- *“Just to be sure I understand...”*
- *“Are you saying that...?”*
- *“Let me rephrase that.”*
- *“Would you mind repeating that?”*